How to Add Printed Date header/footer

The Printed Date header/footer is used to add a date when the financial report was printed.

Follow the steps below to guide you on how to add printed Date report footer.

- 1. A new row will be available in the grid section.
- 2. In the **Type field**, select Printed Date.
- 3. Leave the Header/Footer 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 Right.
- 6. In the With field, select Page. This will occupy the entire page.
- 7. Leave Column Description field blank.

This is how Printed Date header/footer setup will look like.

| Report Header and Footer - Repor | t Header Test A | | | | □ × |
|----------------------------------|------------------------|--------------|-----------|-------------|------------|
| New Save Search Delete Und | o Duplicate Options Cl | | | | |
| Details Audit Log | | | | | |
| Name * Report Header Test A | Desc | ription Test | A | | |
| Type * Report Header | ~ Colur | mn Name | | | ~ |
| X Remove △ Up マ Down | Export • 🔠 View • Filt | er (F3) | | | к л 2 У |
| Type* Hea | der/Foot Row Number* | Alignment | With | Column From | Column To |
| Printed Date | 1 | Center | Page | | |
| Report Title | 2 | Center | Page | | |
| 🗌 🥒 Report Descripti | 2 | Right | Page | | |
| | | | | | |
| | | | | | |
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| | | | | | |
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| | | | | | |
| ? 🔘 🖓 0.59s Ready | | | Id d Page | 1 of 1 🕨 🛙 | Refresh |

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

| Report Builder - Ba | lance Sheet - July 01, 2019 11:14:37 | | | | ^ | × |
|---------------------|--|------|----------------|---------------------------------|---|---|
| New Save Searc | n Delete Undo Duplicate Generate Cl | lose | | | | |
| Details Runtime | Log Financial History Audit Log | | | | | |
| Report Name * | Balance Sheet - July 01, 2019 11:14:37 | | As of Date | 07/01/2019 | | |
| Row | Balance Sheet - July 01, 2019 11:14:37 | ~ | Segment Filter | | | ~ |
| Column | Balance Sheet - July 01, 2019 11:14:37 | ~ | Description | Standard Balance Sheet Template | | |
| Orientation * | Portrait | ~ | | | | |
| Header & Footer | | | | | | |
| Page Heade | | ~ | Report Heade | r Report Header 1 | | ~ |
| Page Footer | | | Report Footer | | | |

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

| | Thursday, July 4, 2 | 2019 | | |
|-----------------------------------|---------------------|---------------|-------------|-----------------------|
| Balance Sheet - July 01, 2019 11: | :14:37 | | Standard Ba | alance Sheet Template |
| | Current Year | Current Units | Prior Year | Prior Units |
| Asset | | | | |
| Asset | 36,833,747 | 28,888,484 | 36,784,008 | 28,888,448 |
| Cash Accounts | -78,975,125 | -29,108,321 | -78,450,665 | -29,108,477 |
| Receivables | 25,093,755 | 3,707,917 | 24,712,221 | 3,692,217 |
| Prepaids | 1,790,236 | 1,327,749 | 1,790,236 | 1,327,749 |
| Inventories | 864,493,971 | 70,990,725 | 849,891,602 | 68,275,685 |
| Other Assets | -1,455,918 | -7,327,749 | -1,455,736 | -7,089,174 |
| Total Assets : | 847,780,666 | 68,478,805 | 833,271,666 | 65,986,448 |
| Liability | | | | |
| Liability | 282,395 | 8 | 271,752 | 8 |
| Payables | 36,747,641 | 3,854,997 | 11,622,728 | -415,326 |
| Other Payables | 725,380,912 | 50,003,465 | 736,208,713 | 51,305,985 |
| Sales Tax Payables | 861,334 | 0 | 861,184 | 0 |
| Payroll Tax Liabilities | 516 | 0 | 496 | 0 |
| Pending Payables | 460,001 | 188,163 | 415,437 | 151,163 |
| Payroll Taxes Current | 199,696 | 0 | 197,077 | 0 |
| Payroll Deductions | 41,324 | 0 | 40,930 | 0 |
| Employer Liability | 75,087 | -4 | 73,890 | -4 |
| Total Liabilities : | 764,048,906 | 54,046,629 | 749,692,207 | 51,041,826 |

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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- 1. A new row will be available in the grid section.
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- 3. Leave the Header/Footer 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 Right.
- In the With field, select Page. This will occupy the entire page.
 Leave Column Description field blank.

This is how Printed Date header/footer setup will look like.

| Report H | eader and Footer - R | eport Header - 8/29/2018 | 12:50:17 PM | | | ^ 🗖 | × |
|----------|-----------------------|--------------------------|-------------|--------------------|---------------|--------------------|------------|
| New Sa | we Search Delete | Undo Duplicate Options | Close | | | | |
| Details | Audit Log | | | | | | |
| Name | * Report Header - 8/2 | 9/2018 12:50:17 PM | Description | Report Header: Fur | ictional Test | | |
| Туре | * Report Header | ~ (| Column Name | | | | ~ |
| × Rem | ove △ Up マ Dow | vn Export • 🗄 View • | Filter (F3) | | | | K M K M |
| | Type* | Header/Footer Name | Row Number* | Alignment | With | Column Description | |
| | Printed Date | | 1 | Right | Page | | |
| | Printed Time | | 2 | Right | Page | | |
| | | | | | | | |
| | | | | | | | |

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

| Report Builder - Tr | al Balance Detail - October 01, 2018 16:26:2 | İ | | ^ | × |
|---------------------|--|---|----------------|---------------------------------------|---|
| New Save Searc | h Delete Undo Duplicate Generate Close | | | | |
| Details Runtime | Log Financial History Audit Log | | | | |
| Report Name 🔸 | Trial Balance Detail - October 01, 2018 16:26: | 2 | As of Date | 10/01/2018 | |
| Row | Generate Row Test | × | Segment Filter | | ~ |
| Column | Trial Balance Detail - October 01, 2018 16:26 | ~ | Description | Trial Balance Detail Template | |
| Orientation * | Portrait | ~ | | | |
| Header & Footer | | | | | |
| | | | Report Header | December 4 9/20/2019 12:50:17 DM | |
| Page Heade | | ~ | | Report Header - 8/29/2018 12:50:17 PM | × |
| Page Footer | | ~ | Report Footer | | ~ |

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

| | | | Mond | lay, October 1, 2018 |
|---|--------------|------------|-------------|----------------------|
| | | | | 5:39 PM |
| | Current Year | Prior Year | Total Debit | Total Credit |
| 35000-0000-000 - Owners Equity - Home office - Admin | 0.00 | (71.45) | 0.00 | 0.00 |
| 35000-0101-000 - Owners Equity-iRely Mart-Admin | (2.38) | 17.25 | 0.00 | 0.00 |
| 39000-0000-000 - Retained Earnings - Home office - Admin | 0.00 | (8.00) | 0.00 | 0.00 |
| 39001-0000-000 - Second Retained Earnings-Home office-Admin | 0.00 | 8.00 | 0.00 | 0.00 |
| | | | | |

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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- 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 Right.
- 6. In the With field, select Page. This will occupy the entire page.
- 7. Leave Column Description field blank.

This is how Printed Date header/footer setup will look like.

| Report Header and Footer - F | Report Header - 3/7/2018 2 | 2:50:56 PM | | | ^ 🗆 | × |
|------------------------------|----------------------------|-------------|-------------------|---------------|--------------------|------------|
| New Save Search Delete | Undo Duplicate Option | s Close | | | | |
| Details Audit Log | | | | | | |
| Name * Report Header - 3/ | 7/2018 2:50:56 PM | Description | Report Header: Au | tomation Test | | |
| Type * Report Header | ~ | Column Name | | | | ~ |
| X Remove △ Up マ Dov | wn Export - 🗄 View - | Filter (F3) | | | | К Л И У |
| Туре* | Header/Footer Name | Row Number* | Alignment | With | Column Description | |
| 🗌 🧷 Report Title | | 1 | Right | Page | | |
| 🗌 🧷 Printed Date | | 2 | Right | Page | | |
| 🗌 🧷 Printed Time | | 3 | Left | Page | | |
| | | | | | | |
| | | | | | | |

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

| Report Builder - Ba | alance Sheet - March 26, 2018 16:29:51 | ^ | x |
|---------------------|--|------------|---|
| New Save Searc | ch Delete Undo Duplicate Generate Close | | |
| Details Runtime | e 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 v Segment Filter | | ~ |
| Column | Balance Sheet - March 26, 2018 16:29:51 v Description Standard Balance Sheet Ter | nplate | |
| Orientation 🚽 | * Portrait 🗸 | | |
| Header & Footer | r | | |
| Page Heade | er 🗸 V Report Header Report Header - 3/7/2018 | 2:50:56 PM | ~ |
| Page Footer | Page Footer Test v Report Footer | | ~ |

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

| 30 PM Current Year Current Vear Current Vear Prov Vear Prov Vear Asset 665 0 665 0 665 Cash Assets 400.775 72.60 40.075 73.60 Other Assets 307.533 1.462.66 92.73.33 1.462.66 Other Assets 307.533 1.462.66 92.73.33 1.462.66 Unably 60 0 60 1.462.66 Unably 60 0 60 1.760.84 Unably 60 0 60 1.780.26 Payetics 1162.21 -1.150 1.612.21 -1.282.20 Other Assets 300.113 1.142.20 320.113 1.62.24 Payetics 98 5.42.64 98 5.43.24 Payetics 1.52.51 1.15.20 1.52.54 1.52.54 Payetics 98 5.43.24 98 5.43.24 98 5.43.24 98 5.43.24 98 5.43.24 98 5.43.24 | 3 0 PM Current Year Current Year Current Year Prior | | | | Balance Sheet - M | arch 26, 2018 16:29:5 hursday, April 19, 201 |
|--|--|------------------------------|--------------|---------------|-------------------|---|
| Apadi Apadi Apadi Carl Accords Curret Vere (90,000) Curret Vere (90,000) Pervise (90,000) Abit Carl Accords 90,075 (90,000) 0 49,075 (90,000) 7,46 (90,000) 10,000 (90,000) 7,26 (90,000) 10,000 (90,000) 7,26 (90,000) 10,000 (90,000) 7,26 (90,000) 10,000 (90,000) 7,26 (90,000) 10,000 (90,000) | Apart Curret Yer Curret Yer Curret Yer Provide Anatt 665 0 46273 6 6 Carl Accounts 30275 0 45273 7 6 6 Carl Accounts 30275 0 45275 0 45275 7 6 3 342695 342695 | 3:09 PM | | | | |
| Austic 464 0 464 Cath Accords 46275 0 464 Data Accords 49275 0 4275 Recentation 190,000 17,045 190,000 4275 Dista Accords 2929 200,000 190,000 1,300,000 Dista Accords 293 200,000 190,000 1,300,000 Total Accords 293 200,000 100,000 1,300,000 Total Accords 293,000 0 50 1,300,000 Total Accords 293,000 0 50 1,300,000 Total Accords 166,01 1,153,11 | Austic 64 0 644 Calla Accurs 96275 7.6 9.47 Recentation 196269 17.848 17.64 Other Austs 295 3-0506 9.7 Total Accurs 9.9275 7.6 9.47.64 Total Accurs 196269 17.848 17.64 Other Austs 2025 3-0506 9.7 Station 41.97 1.760.96 41.97 1.760.96 Linking 0 0 50 1.9 1.9 Jacking 0 0 50 1.9 1.9 Jacking 11.621 1.1551 1.1621 1.1525 1.12 <td></td> <td>Current Year</td> <td>Current Units</td> <td>Prior Year</td> <td>Prior Unit</td> | | Current Year | Current Units | Prior Year | Prior Unit |
| Atam 4579 0 4671 Atam 4579 0 4671 Bechandas 19649 76.451 196466 77.651 Bechandas 197.633 4.66.66 177.651 196.666 Total Assets : 491.574 4.766.66 491.572 4.766.96 Utility 0 0 60 191 1.162 Labing 0 0 60 1.162 1.162 Data Markets : 491.574 1.122 1.122 1.122 1.122 Labing 0 0 60 43 5.623 Sala Tar Ponton 0.92 0 1.92 5.624 1.92 1.62 Paylic Labing 0.92 0 0.93 1.62 5.62 1.62 5.62 1.62 5.62 1.62 5.62 1.62 5.62 1.62 5.62 1.62 5.62 1.62 5.62 1.62 5.62 1.62 5.62 1.62 5.62 6.62 | Atam 9079 0 4077 Atam 9079 0 4077 Becendas 196049 76.61 196.648 76.61 Decendas 196.049 77.61 196.648 77.63 166.658 Decendas 197.033 4.65.69 57.033 4.65.69 Decendas 197.033 4.65.69 57.033 4.65.69 Decendas 197.033 4.65.69 57.033 4.65.69 Decendas 41.575 4.15.69 41.977 4.756.98 Labity 0 0 193 -1.155 Decendas 65.20 0 49 9.53 -1.155 Decendas 65.20 10.21 4.95 9.63 -1.55 Decendas 65.20 0 49 9.52 9.52 9.52 9.52 9.52 9.52 9.52 9.52 9.52 9.52 9.52 9.52 9.52 9.52 9.52 9.52 9.52 9.52 9.52 | Asset | | | | |
| Listicution 1906 B 7,451 1906 B 7,451 1906 B 7,453 1906 B 7,455 B 7,45 | Internation 19668 7.441 19649 7.845 Internation 27423 -146569 274.33 -146569 Oter Ands 273 -34656 273.33 -146569 Tatal Assets: 471.744 -176.949 411.774 -176.949 Labily 0 0 0 0 0 Project 116.271 -11505 114.241 -1.150 Core Projection 202.12 -1452.02 202.11 -1.150 Projection 202.12 -1452.03 202.11 -1.150 Projection 202.12 -1452.02 202.11 -1.150 Projection 202.01 0 10.445 - Projection 202.92 0 202.92 - 202.92 Projection 202.92 0 202.92 - 202.92 - 202.92 - 202.92 - 202.92 - 202.92 - 202.92 - 202.92 - 202.92 < | Asset | 645 | 8 | 645 | |
| Internation 197033 1.1608 197033 1.1608 Other Ausis 022 3.0006 97.03 1.1608 Total Axeets: 461.574 1.1709.364 461.572 1.1608 Linking 0 0 60 1.1608 1.1709.364 461.572 1.1608 Linking 0 0 60 1.1709.364 461.572 1.1709.364 Linking 0 0 60 1.0008 1.0008 1.0008 Linking 0 0 1.0008 1.00 | Internation 197033 1.10240 197033 1.10240 Other Ausis 0223 -1.00240 27.003 -1.00240 Total Assets: 451.974 -1.700.964 41.977 -3.0026 Unitity 0 0 50 - - - Justity 50 0 50 - | Cash Accounts | -90,275 | 0 | -90,275 | |
| Charles Charles <t< td=""><td>Conv. Memb A. 107 1.360.80 A. 25 1.360.80 Total Assis : 441.574 .1.760.80 441.377 .1.760.80 Labiny 50 0 0 9 .1.760.80 Labiny 50 0 0 9 .1.760.80 Labiny 50 0 0 9 .1.760.80 Labiny 1000 0 1000 .1.50 .1.50 Did Pagelon 10501 .1.200 1.1.50 .1.50 .1.50 Did Pagelon 0.5011 .1.200 1.1.50 .1.50 .1.50 Did Pagelon 0.5011 .1.200 .1.50 .1.50 .1.50 Did Pagelon 0.50211 .1.501 .0.1.50 .1.50 .1.50 Digger Labiny .0.30211 .1.501.50 .1.501.50 .1.501.50 .1.501.50 Total Equity : .7.909.115 .1.601.50 .1.501.50 .1.601.50 .1.601.50 Cornet Year Examp: .7.909.116 .1.601.50 .1.6</td><td>Receivables</td><td>196,495</td><td>/5,451</td><td>196,496</td><td>75,45</td></t<> | Conv. Memb A. 107 1.360.80 A. 25 1.360.80 Total Assis : 441.574 .1.760.80 441.377 .1.760.80 Labiny 50 0 0 9 .1.760.80 Labiny 50 0 0 9 .1.760.80 Labiny 50 0 0 9 .1.760.80 Labiny 1000 0 1000 .1.50 .1.50 Did Pagelon 10501 .1.200 1.1.50 .1.50 .1.50 Did Pagelon 0.5011 .1.200 1.1.50 .1.50 .1.50 Did Pagelon 0.5011 .1.200 .1.50 .1.50 .1.50 Did Pagelon 0.50211 .1.501 .0.1.50 .1.50 .1.50 Digger Labiny .0.30211 .1.501.50 .1.501.50 .1.501.50 .1.501.50 Total Equity : .7.909.115 .1.601.50 .1.501.50 .1.601.50 .1.601.50 Cornet Year Examp: .7.909.116 .1.601.50 .1.6 | Receivables | 196,495 | /5,451 | 196,496 | 75,45 |
| Order Accels : 441,07 -1,760,394 441,97 -1,760,394 Listify 0 6 11,150 11,150 Lablay 0 0 63 11,150 D'Der Propietes 120,171 142,224 127,713 142,224 D'Der Propietes 64 0 64 9,60 D'Der Propietes 64 0 64 9,60 D'Der Propietes 64 0 14,64 9,60 14,64 9,60 14,64 9,60 14,64 9,60 14,64 | Other Series 481,572 -1,760,584 4451,572 -1,760,584 Liably 50 0 50 -1,760,584 4451,572 -1,760,584 Payling 50 0 50 -1,560,584 4451,572 -1,760,584 Payling 116,212 116,212 116,213 111,8421 -1,152,51 Silian Tiur Payling 50 0 50 10,52 -1,152,51 Silian Tiur Payling 50 0 50 0 112,52 Silian Tiur Payling 50 0 112,52 0 112,52 Silian Tiur Payling 52,50 0 112,52 0 112,52 Silian Tiur Payling 52,50 40,553 523,50 40,553 112,52 Total Liabilities : 052,306 40,353 145,514 14,561,302 71,803,415 14,561,302 Total Liabilities and Equily : 71,803,415 14,561,302 71,803,415 145,514,513 Comment war faming: 71,323,243,523 14,555,563 21,332 <td>Other Accests</td> <td>374,533</td> <td>-1,400,000</td> <td>374,033</td> <td>-1,400,00</td> | Other Accests | 374,533 | -1,400,000 | 374,033 | -1,400,00 |
| Total Assets: 411,374 -1,700,984 441,574 -1,700,984 Lixbity 0 0 50 -1,700,984 -1,700,984 Lixbity 11,991 11,991 -1,910,984 -1,910,984 -1,910,984 Lixbity 11,921 -1,952 -1,910,984 -1,910,984 -1,910,984 Date Type System 9,910,94 -1,910,984 -1,910,984 -1,910,984 -1,910,984 Payoff Enes Conner 9,910,94 -1,910,984 -1,910,984 -1,910,984 -1,910,994 </td <td>Total Assets: 411,274 -1,700,984 461,574 -1,700,984 Lability Fundame Traylores 0 0 60 -1,700,984 -1,710,984 Lability Fundame Traylores 115,517 -1,710,984 -1,710,984 -1,710,984 Lability Fundame Traylores 115,517 -1,710,984 -1,710,984 -1,710,984 Lability Fundame Traylores 0,710 -1,710,984 -1,710,984 -1,710,984 Lability Fundame Traylores 0,994 -1,710,984 -1,710,984 -1,710,984 Frances 0,994 -1,710,984 -1,710,984 -1,710,984 -1,710,984 Frances 0,994 -1,710,984 -1,810,984 -1,810,994 -1,810,994 Frances 0,994,994 -1,994 -1,810,994 -1,810,994 -1,910,994 Frances 0,993,915 -1,410,994 -1,910,994 -1,400,994 -1,400,994 Frances 0,993,915 -1,42,419,924 79,983,2463 -1,400,994 -1,400,994 Tratel Equity : 79,882,4263 -1,400,994 -1,400,99</td> <td>Other Assets</td> <td>0/0</td> <td>-340,500</td> <td>0/0</td> <td>-340,50</td> | Total Assets: 411,274 -1,700,984 461,574 -1,700,984 Lability Fundame Traylores 0 0 60 -1,700,984 -1,710,984 Lability Fundame Traylores 115,517 -1,710,984 -1,710,984 -1,710,984 Lability Fundame Traylores 115,517 -1,710,984 -1,710,984 -1,710,984 Lability Fundame Traylores 0,710 -1,710,984 -1,710,984 -1,710,984 Lability Fundame Traylores 0,994 -1,710,984 -1,710,984 -1,710,984 Frances 0,994 -1,710,984 -1,710,984 -1,710,984 -1,710,984 Frances 0,994 -1,710,984 -1,810,984 -1,810,994 -1,810,994 Frances 0,994,994 -1,994 -1,810,994 -1,810,994 -1,910,994 Frances 0,993,915 -1,410,994 -1,910,994 -1,400,994 -1,400,994 Frances 0,993,915 -1,42,419,924 79,983,2463 -1,400,994 -1,400,994 Tratel Equity : 79,882,4263 -1,400,994 -1,400,99 | Other Assets | 0/0 | -340,500 | 0/0 | -340,50 |
| Usatily 50 0 50 Paylister 116,221 -11,551 111,621 -11,552 Order Psychole 302,123 -12,622 327,131 -12,522 Person Psychole 96 54,643 98 94,643 Psychole 96 54,643 98 94,643 Psychole 102,541 0 11,644 11,642 Psychole 98 54,643 98 94,643 Psychole 102,541 0 11,641 11,641 Psychole 102,541 0 11,641 11,641 Psychole 102,541 0 11,641 11,641 Psychole 103,052 0 11,641 11,641 Psychole 103,053 46,051 11,641 11,641 Psychole 103,053 11,641 11,641 11,641 Psychole 103,053 11,641 11,641 11,641 Post Exply : 79,903,015 14,641,022 79,903,016 | Landing 50 0 50 Paylor 116.251 111.651 111.651 Chair Paylor 110.251 111.651 111.651 Data Paylor 110.251 111.651 111.651 Phone 307.16 122.25 307.13 1.155 Phone Paylor 9 9.452 9 9.45 Phone Paylor 9 9.452 9 9.45 Phone Paylor 0 11.24 9 9.45 Phone Paylor 0 11.24 9 9.45 Phone Paylor 0 11.24 9 9 9.45 Phone Paylor 0 11.24 0 11.95 9 Proport Linet Convert 32.29 0 3.79 - - Total Liabilities : 03.306 40.553 71.503.415 -14.561.302 73.903.415 -14.561.302 Total Liabilities and Equity : 73.803.415 -14.553.58 -151.534.54 -161.24.77 140.254.775 140.355.383 | Total Assets : | 481,974 | -1,760,984 | 481,974 | -1,760,98 |
| Labiny 95 0 0 59 0 49 19 19 19 19 19 19 19 19 19 19 19 19 19 | Labing 1997 1997 1997 1997 1997 1997 1997 199 | Liability | | | | |
| Payeins 116,221 -11.051 116,221 -11.051 Der Prystons 372,13 -12.62 372,13 -10.25 Pending Physions 98 54.64 98 54.66 Physion Texts Connet 10,231 0 10,41 10 Physion Texts Connet 10,241 0 10,41 10 Total Liabilities : 603,364 40,861 603,304 46,953 Granty 73,902,115 -14,021,027 71,902,115 -14,021,027 Total Equity : 73,902,115 -14,021,027 71,902,116 -14,021,027 Connet Year Earning : -13,327 -16,02,640 -21,332 -16,02,647 Total Equity : 73,942,6425 -16,02,54,793 40,33 | Payeins 116,221 11051 116,221 11551 Deter Psychols 372,13 124,224 372,13 138,224 Perioding Psychols 98 54,824 98 54,825 Perioding Psychols 98 54,824 98 54,825 Perioding Psychols 98 54,824 98 54,825 Program Test Concert 0,03,414 0 10,414 10 Encorport (Labor) 1,229 0 1,229 0 2,229 Concert (Labor) 1,229 0 1,229 0 2,229 0 Ferrogroup (Labor) 1,229 0 3,229 0 4,269,209 <t< td=""><td>Liability</td><td>50</td><td>0</td><td>50</td><td></td></t<> | Liability | 50 | 0 | 50 | |
| Other Provides 370,713 -142.22 377,713 -142.22 Sterm Tar Projection 64 64.02 64 64.02 Projection Construction 10,241 0 10,241 64 Projection Construction 10,241 0 10,241 64 64.02 74.02 74.02.02 | Other Properties 370:13 -142.22 377:13 -142.22 Starts Tar Projection 64 54.0 64 54.0 Payor Inses Crawn 102:41 0 103.41 54 Payor Inses Crawn 102:41 0 103.41 54 Payor Inses Crawn 102:41 0 103.41 54 Payor Dockfors 1.239 0 1.019 55 Total Labelities : 603.346 46,051 603.546 46,051 Reared Campo 71,003.415 -14,681.002 71,803.415 -14,681.002 71,803.415 -14,681.002 Total Labelities : 71,803.415 -14,681.002 71,803.415 -14,681.002 -1332 -1602.54 Total Equity : 71,803.415 -14,681.002 71,803.415 -14,681.02 -1332 -1602.54 Total Equity : 71,803.415 -14,681.92 71.803.415 -146.24,733 -146.24,732 -1332 -1602.54 Total Equity : 78.22,835 -166.264,733 80.385.389 -166.24, | Payables | 116,621 | -11.551 | 116,621 | -11,55 |
| Sales Tar Populatie 65 0 44 54.00 Sales Tar Populatie 56.00 76.00 54.00 54.00 Project Database 15.04 54.00 14.00 54.00 Project Database 15.04 54.00 14.00 54.00 Project Database 15.04 54.00 14.00 54.00 Project Database 15.04 54.00 54.00 54.00 Project Database 15.04 54.00 54.00 54.00 54.00 Control Tar Elevity : 79.002.415 -14.64.90 79.002.416 -14.64.91.00 -14.00 < | Sales Tar Spaces 65 0 4 4 4 Sales Tar Spaces 65 0 4 4 4 Physic Decaders 1.03 0 1.03 1 1 Payot Exclose 1.03 0 1.03 1 1 Payot Exclose 1.03 0 1.03 1 1 Total Labitities : 083,26 48,851 053,264 46,85 053,264 46,85 Colvert Year Damey : 73,903,415 -14,01,002 73,903,416 -14,621,30 -14,621,40 -14,621,40 -14,621,40 -14,621,40 < | Other Payables | 370,713 | -124.224 | 370,713 | -124,22 |
| Pendig Provide Provide Transition 98 54.25 98 54.25 Pendig Transition 0 10,41 0 10,41 1 Pendig Provide 0,243 0 1,223 0 1,223 Encyclow Loading 3,229 0 3,229 0 3,229 Total Liabilities : 503,306 40,851 503,206 -66,651 Double of Encyclowed Encycl | Pending Provide Provide Transaction 99 5423 94 5424 Pending Transaction 0.0244 0 0.0244 0 Pending Transaction 0.0244 0 0.0244 0 Encyport Leads 0.0234 0 0.0244 0 Total Liabilities : 003,396 40.055 40.055 Encyport Leads 73.052,15 -1.0241,202 73.052,415 -1.45,91,202 Total Liabilities : 07.802,015 -1.45,91,202 73.052,415 -1.45,91,202 Total Equity : 78,903,416 -1.45,81,202 73.032,415 -1.45,81,202 Count on tarmong : 27.332 -1.05,264 27.333 -1.45,92,435 Total Equity : 78,903,415 -1.45,81,202 73.933,415 -1.45,81,202 Count on tarmong : 27.332 -1.05,264 27.333 -1.05,264 Total Equity : 78,903,415 -1.45,824,723 260,385,389 -1.45,244,723 Total Liabilities and Equity : 80,385,389 -1.65,244,723 80,385,389 -1.65,244,723 < | Sales Tax Payables | 45 | 0 | 45 | |
| Payel Executive 10,541 0 10,541 Payel Executive 10,202 0 1,202 Payel Executive 10,202 0 1,202 Total Lubitities : 60,306 46,951 46,950 Faily 73,000,415 -1,463,100 71,000,415 Total Equity : 78,800,416 -1,463,100 -1,463,100 Count Ywar Energy : 71,300,416 -1,400,540 -1,400,540 Total Equity : 78,800,416 -1,400,540 -1,400,540 Total Equity : 78,800,415 -1,400,540 -1,800,541 Total Equity : 78,800,415 -1,600,540 -1,800,540 Total Equity : 78,800,415 -1,600,540 -1,800,540 Total Equity : 78,800,830 -1,60,540 -1,600,540 Total Equity : 80,385,389 -1,60,540,783 60,385,389 -1,60,240,783 | Payet Disaction 10,241 0 10,241 proper Detaction 1,232 0 1,039 proper Detaction 1,232 0 1,039 Total Labelities : 00,3,96 40,951 603,306 46,955 Status Tratal Labelities : 00,3,96 40,951 603,306 46,95 Gaily Present Labelities : 00,3,96 -14,051,302 71,903,415 -14,451,302 71,903,415 -14,451,302 71,903,415 -14,451,302 71,903,415 -14,451,302 71,903,415 -14,451,302 71,903,415 -14,451,302 71,903,415 -14,451,302 71,903,415 -14,451,302 71,903,415 -14,451,302 71,903,415 -14,451,302 71,903,415 -14,451,302 -13,252 -13,252 -13,252 -13,252 -13,252 -13,252 -13,252 -14,254,732 -14,254,732 -14,254,732 -14,254,732 -14,254,732 -14,254,732 -14,254,732 -14,254,732 -14,254,732 -14,254,732 -14,254,732 -14,254,732 -14,254,732 -14,254,732 <t< td=""><td>Pending Payables</td><td>98</td><td>54,824</td><td>98</td><td>54,82</td></t<> | Pending Payables | 98 | 54,824 | 98 | 54,82 |
| Physical Decision 1.439 0 1.439 Propert Labilities : 583,366 48,581 583,326 46,95 Total Lubilities : 583,326 -48,581 583,326 46,95 Coly 71,902,415 -14,641,302 71,803,415 -14,641,302 Total Equity : 71,902,415 -14,641,302 71,903,415 -14,641,302 Convert Yvert Earning : 21,332 -1,802,540 -21,332 -1,802,540 Total Equity : 71,882,683 -16,133,642 71,982,683 -16,182,642 Total Lubilities and Equity : 86,385,389 -16,264,732 80,385,389 -16,264,732 | Physic Decision 1.439 0 1.439 Propert Labilities : 03.200 0.891 0.002.000 Total Lubilities : 03.200 -40.05 002.000 -40.05 Dealy Reserved Lamong 73.003.113 -14.001.002 779.003.113 -14.001.002 Total Equity : 79.903.415 -44.81.902 779.003.415 -44.81.912 Correct Your Earmong : 21.332 -1.002.401 -21.332 -1.002.402 Total Equity : 79.803.62.63 -61.81.842 79.802.683 -61.81.842 Total Equity : 79.802.643 -61.81.842 79.802.683 -61.81.842 Total Equity : 79.802.683 -61.81.842 79.802.683 -61.81.842 Total Lubilities and Equity : 80.385.389 -61.82.64.753 60.385.389 -14.544.75 | Payrol Taxes Current | 10.541 | 0 | 10.541 | |
| Employee 2.729 0 3.779 Total Liabilities : 503.306 363.81 503.306 469.81 Equity : 503.306 363.81 503.306 469.81 Equity : 77.903.415 .14.61.302 77.903.415 .14.61.302 Total Equity : 77.903.415 .14.631.302 77.903.415 .14.631.302 Current Year Exempt : 21.537 .1.602.560 .27.532 .1.602.663 Total Equity : 79.982.463 .161.33.442 79.982.683 .161.83.844 Total Equity : 79.882.683 .161.283.442 79.882.683 .162.546,775 Total Liabilities and Equity : 81.385.389 .162.846,775 60.385.389 .162.846,775 | Empoy 3.72 0 3.78 Total Liabilities : 503,366 40,561 503,366 40,651 Goly Review Campa 72,802,415 -14,561,302 72,802,415 -14,651,302 Total Equity : 75,803,415 -14,651,302 78,803,415 -146,651,302 Course Vor Ennore: 21,333 -1,602,546 -1,333 -1,602,546 Course Vor Ennore: 21,332 -1,602,546 -1,332 -1,602,546 Total Equity : 78,803,816 -1,61,832,642 -1,61,832,642 -1,61,832,642 Total Equity : 80,385,389 -1,62,64,783 60,385,389 -1,62,64,783 | Payroll Deductions | 1,439 | | 1.439 | |
| Total Liabilities : 503,368 40,961 903,366 -40,95 Materia 7300,115 -14,61,302 7100,115 -14,61,302 Total Equity : 73,903,415 -14,61,302 710,004,115 -14,61,302 Total Equity : 73,903,415 -14,61,302 710,004,115 -14,61,30 Count Vest Energy : -73,332 -140,246 719,822,451,30 -14,61,30 Total Equity : 77,9,823,432 -145,133,642 77,9,822,653 -145,153,64 Total Equity : 77,9,822,633 -16,264,7783 60,355,389 -16,264,778 | Total Labilities : 503,366 -46,85 Exally Restand Enrings 73,001,115 -14,561,302 73,001,415 -14,611,302 Total Equity : 73,002,415 -14,611,302 73,002,415 -14,611,302 Correct Ver Enring : -27,332 -100,256 -27,332 -100,256 Correct Ver Enring : -27,352 -100,256 -27,332 -100,256 Total Equity : 78,822,483 -16,103,442 79,822,483 -16,103,442 Total Equity : 78,822,493 -16,03,454 -78,822,483 -16,03,442 Total Labilities and Equity : 86,385,389 -16,264,732 80,385,389 -16,264,732 | Employer Liability | 3,799 | | 3 799 | |
| Death of Exemp 75 803 115 14 561 302 75 803 115 14 561 302 Potent Granty 75 803 115 -14 561 302 78,803 415 -14 561 302 Coll Equity : 75 803 415 -14 581 302 78,803 415 -14 581 302 Correct Your Earning : -21 332 -1,602 560 -21 332 -1,802 405 Total Equity : 77,802 403 -16,18,842 79,802 403 -6,618,842 Total Lubbitities and Equity : 88,386,389 -16,264,773 80,3385,389 -14,264,715 | Eq.4) Protocol Exemps 15 002 415 14 661 302 10 002 415 -14 681 302 Total Equity : 73,903,415 -14,801 302 78,903,415 -14,801 302 Count for Exemps 23.33 -160,565 23.33 -148,981 302 Count for Exemps 27.33 1.60,565 23.33 -148,981 302 Total Exploy: 78,803,415 16,813,942 78,803,415 -148,981 302 Total Exploy: 78,803,812 -16,813,942 78,803,818 -148,924 Total Exploy: 78,803,818 -16,813,942 78,803,818 -16,224,713 Total Lubitities and Equity : 80,385,389 -16,224,713 80,385,389 -16,224,713 | Total Liabilities : | 503,306 | -80,951 | 503,306 | -80,95 |
| Construction 72023.15 -14681.202 770551415 14581.202 Total Equity : 78,903.415 -14,801.202 770,903.415 -14,801.202 Total Equity : 78,903.416 -14,801.202 770,903.415 -14,801.202 Total Equity : 21,332 -1,802.540 21,333 -1,802.540 Total Equity : 77,822.683 -16,823.442 77,982.693 -14,813.942 Total Equity : 77,822.683 -16,264.793 80,305.389 -16,264.793 | Composition 75 000.415 -1.4 001.020 778 000.415 -1.4 001.020 Total Equity : 778,000.415 -144,001.020 778,000.415 -144,001.020 Councert Year Example : 21.532 -1.600.540 -21.532 -1.600.540 Total Equity : 21.532 -1.600.540 -21.532 -1.602.64 Total Equity : 278.820.85 -16.18.342 -1.602.64 -1.602.64 Total Equity : 28.5365.389 -16.264.793 80.385.389 -16.264.793 | 5 | | | | |
| Total Equity: 75,903,415 -146,81,302 75,903,415 -146,81,302 Current Ver Gramp; 21,333 -160,560 21,333 -160,264 Total Equity: 79,802,023 -161,0264 79,802,023 -161,0264 Total Equity: 79,802,025 -16,0264,703 -66,046,703 -16,046,703 Total Labilities and Equity: 80,385,389 -16,0264,703 60,385,389 -16,0264,703 | Total Equity: 75,902,415 -146,81,302 78,902,415 -146,81,302 Commit Ver famong: -21,332 -1,002,540 -21,332 -1,002,540 Total Equity: 79,802,040 -1,012,540 -21,332 -1,002,540 Total Equity: 79,802,040 -1,012,540 -1,012,540 -1,012,540 Total Equity: 79,802,040 -1,012,640 -1,012,647,753 -1,012,647,753 Total Liabilities and Equity: 80,305,389 -1,62,64,783 80,305,389 -16,264,773 | Retained Earnings | 79,903,415 | -14,581,302 | 79,903,415 | -14,581,30 |
| Current Year Earing : 27,332 -1,602,540 -21,332 -1,602,540 Total Equity : 78,822,633 -46,183,842 78,822,633 -46,183,842 Total Lubilities and Equity : 80,385,389 -16,244,783 80,385,389 -16,244,783 | Comet Yang Samong: 27.332 -1.602.560 27.333 -1.602.560 Total Equity: 79,882.083 -1.61.264 79,882.083 -1.61.264,783 Total Lubitities and Equity: 89,386.399 -1.62.264,793 69,385.389 -1.62.264,793 | Total Equity : | 79,903,415 | -14,581,302 | 79,903,415 | -14,581,302 |
| Carrent Vare farming: 21,332 -1,602,540 -2,1332 -1,602,540 Total Equity: 79,882,843 -16,813,442 -16,813,442 -16,813,442 -16,813,442 -16,813,442 -16,813,442 -16,813,442 -16,813,442 -16,813,442 -16,813,442 -16,813,442 -16,813,442 -16,813,442 -16,813,442 -16,813,442 -16,814,4733 -16,214,77333 -16,214,7733 -16,214,7733 <td>Current Var Gamage: 21,332 -1,602,540 -2,1332 -1,602,54 Total Equity: 78,822,835 -1,618,344 78,832,863 -6,183,444 Total Equity: 89,385,389 -1,612,544,783 89,385,389 -1,62,244,783 Total Liabilities and Equity: 89,385,389 -1,62,244,783 89,385,389 -1,62,244,783</td> <td></td> <td></td> <td></td> <td></td> <td></td> | Current Var Gamage: 21,332 -1,602,540 -2,1332 -1,602,54 Total Equity: 78,822,835 -1,618,344 78,832,863 -6,183,444 Total Equity: 89,385,389 -1,612,544,783 89,385,389 -1,62,244,783 Total Liabilities and Equity: 89,385,389 -1,62,244,783 89,385,389 -1,62,244,783 | | | | | |
| Total Equity : 78,822,03 -16,132,442 77,932,083 -16,133,442 Total Liabilities and Equity : 80,385,389 -16,244,732 80,355,389 -16,264,732 | Total Equity : 78.82.623 -16.183.642 77.882.628 -16.183.64 Total Liabilities and Equity : 80.385.389 -16.264.773 80.385.389 -16.264.773 | Current Year Earning : | -21,332 | -1,602,540 | -21,332 | -1,602,54 |
| Total Labilities and Equity : 80,385,389 -16,264,783 80,385,389 -16,264,783 | Total Lubbitises and Equity : 80.285.389 -16.264.793 80.385.389 -16.264.793 | Total Equity : | 79,882,083 | -16,183,842 | 79,882,083 | -16,183,843 |
| | | Total Liabilities and Foulty | 80 385 389 | -16 264 793 | 80 385 389 | -16 264 791 |
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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 Printed Date header/footer is used to add a date when the financial report was printed.

Follow the steps below to guide you on how to add printed Date report footer.

- 1. A new row will be available in the grid section.
- 2. In the Type field, select Printed Date.
- 3. Leave the **Header/Footer 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 Right.
- 6. In the With field, select Page. This will occupy the entire page.
- 7. Leave Column Description field blank.

This is how Printed Date header/footer setup will look like.

| Rep | eport Header and Footer - Co Header A 🗆 X | | | | | | | | | |
|-----|---|--------------------|------------------|---------|------------------|-------|-----------|------|--------------------|---|
| Ne | w Sav | ve Search Delete l | Jndo Duplicate | Options | Close | | | | | |
| De | etails | | | | | | | | | |
| Na | me: | Co Header | | D | escription: | Compa | ny Header | | | |
| Ту | be: | Report Header | | ~ C | olumn Name: | | | | | ~ |
| 5 | Remo | ove △ Up マ Down | n 🗄 Layout | Q Filt | ter Records (F3) |) | | | | |
| | | Туре | Header/Footer N | ame | Row Number | А | lignment | With | Column Description | |
| | 0.6 | Custom | i21 Test Company | / | 1 | C | enter | Page | | |
| | 1 | Report Title | | | 2 | C | enter | Page | | |
| | 1 | DateTime Range | | | 3 | C | enter | Page | | |
| | 0.6 | Printed Date | | | 4 | R | ight | Page | | |
| | 1 | Printed Time | | | 5 | R | ight | Page | | |
| | 1. | | | | | | | | | |

Select this Report 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 | | | | ^ X |
|----------------|---------------------------------|---|-------------------|-----------|-----|
| New Save Se | arch Delete Undo Generate Close | | | | |
| Details | | | | | |
| Report Name: | Income Statement A | | Description: | | |
| Row | Income Statement A row | ~ | | | |
| Column | Current and Previous column | ~ | Orientation: Port | trait | ~ |
| Header & Foo | ter | | | | |
| 🗌 Page Hei | ader Page Header - Cur and Prev | ~ | ✓ Report Header | Co Header | ~ |
| Page Foo | ter Page | ~ | Report Footer | Co Footer | ~ |

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

| | | i21 Test Company Income Statement A As Of 12/31/2015 11:59:59 PM | | |
|--------|------------|--|----------|----------------------|
| | | | Wednesda | y, February 17, 2016 |
| | | | | 5:52 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 |

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 Printed Date header/footer is used to add a date when the financial report was printed.

Follow the steps below to guide you on how to add printed Date report footer.

- 1. A new row will be available in the grid section.
- 2. Leave the Description field blank.
- 3. In the Type field, select Printed Date.
- 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 1 for this illustration.
- 5. In the Alignment field, set how the value for the column be displayed. Set this to Right.
- 6. In the With field, select Page. This will occupy the entire page.
- 7. Leave Column Description field blank.

This is how Printed Date header/footer setup will look like.

| 🔚 Repor | t Header and Footer | | | | | | | | | |
|------------------------|---------------------|-------------|----------------|-------------|---------------|--------|--------------------|--|--|--|
| New | Save Search Del | ete Undo Di | uplicate Fonts | Close | | | | | | |
| Name: | RF | | D | escription: | Report Footer | | | | | |
| Type: | Report Footer | | ▼ C | olumn Name: | n Name: | | | | | |
| ☐ Remove ▲ Up ▼ Down ▼ | | | r Records (F3) | | | | | | | |
| 📄 De | scription | Туре | | Group | Alignment | : With | Column Description | | | |
| | | Printe | ed Date | 1 | Right | Page | | | | |
| | | Printe | ed Time | 2 | Right | Page | | | | |
| | | Repor | rt Description | 3 | Right | Page | | | | |
| | | | | | | | | | | |

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

| 👕 Report Builde | r | | | × × |
|-----------------|--------------------|---------------------|-----------------------------|-------|
| New Save | Search Delete Undo | | | |
| Report Name: | Income Statement | Description: | Income Statement by Account | |
| Row: | IS | ··· ¥ | | |
| Column: | Prev-Cur | ··· 👻 Orientation: | Portrait | ~ |
| Header & Foot | er | | | |
| 📃 Page Head | ler: | ··· 👻 📝 Report Head | ler: RH | ··· • |
| Page Foot | er: PF | 🗸 🔽 Report Foot | er: RF | 🗸 |

Here's how it is shown when report is previewed/printed. Highlighted section is the Printed Date type header/footer. Since this is a Report Footer, the Printed Date is shown at the last page of the report.

| | | Income Statement Sample Company As Of 4/14/2015 12:00:00 AM | 10 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 | | |
| 87 | Gross Margin | 850.00 | 3,200.00 | 4,050.00 | | |
| 29 | Gross Margin Rate | 85.00% | 72.73% | 75.00% | | |
| 4 | 60000 - Other Expenses | 50.00 | 980.25 | 1,030.25 | | |
| 16 | 70000 - Other Revenues | 0.00 | 200.00 | 200.00 | | |
| | Not la como | 800.00 | 2 419 75 | 3 210 75 | | |

Tuesday, April 14, 2015 2:18 PM

Income Statement by Account

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 Printed Date header/footer is used to add a date when the financial report was printed.

Follow the steps below to guide you on how to add printed Date report footer.

- 1. A new row will be available in the grid section.
- 2. Leave the Description field blank.
- 3. In the Type field, select Printed Date.
- 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 1 for this illustration.
- 5. In the Alignment field, set how the value for the column be displayed. Set this to Right.
- 6. In the With field, select Page. This will occupy the entire page.
- 7. Leave Column Description field blank.

This is how Printed Date report footer setup will look like.

| Report | Header and Footer | | | | | | | | |
|---------|--------------------|---------------------------|----------------|-----------|------|--------------------|--|--|--|
| New | Save Search Delete | Undo Duplicate Fonts Clos | Se . | | | | | | |
| Name: | RF | Descrip | tion: Report F | | | | | | |
| Type: | Report Footer | Y Column | Column Name: | | | | | | |
| 😑 Delet | te 🔺 Up 🔻 Down 🛛 🖣 | Filter Records (F3) | | | | | | | |
| Des | cription | Туре | Group | Alignment | With | Column Description | | | |
| | | Printed Date | 1 | Right | Page | | | | |
| | | Printed Time | 2 | Right | Page | | | | |
| | | Report Description | 3 | Right | Page | | | | |
| | | | | | | | | | |

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

| Report Builde | r | | × × | | | | | | |
|-----------------|-----------------------------------|---|-------|--|--|--|--|--|--|
| | 🔯 🗟 🏈 📓 🚺 | | | | | | | | |
| New Save | Search Delete Undo Generate Close | | | | | | | | |
| Report Name: | Income Statement | Description: This is an Income Statement Summary. | | | | | | | |
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Here's how it is shown when report is previewed/printed. Highlighted section is the Printed Date type header/footer.

| |] Income Statement | | | | | | | | |
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| 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% 69.95% 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

| Income Statem | ent | | | | | | | | | | | |
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| Page 2 of 2 | | | | | | | | | | | | |
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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.