

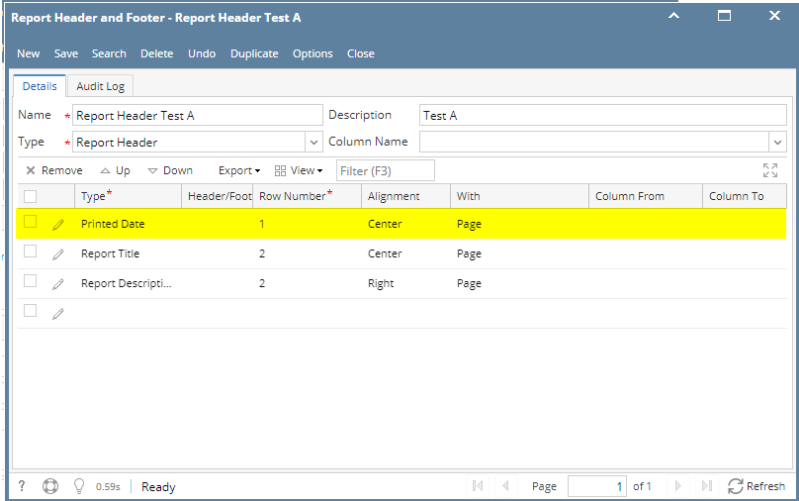
# How to Add Printed Date header/footer

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

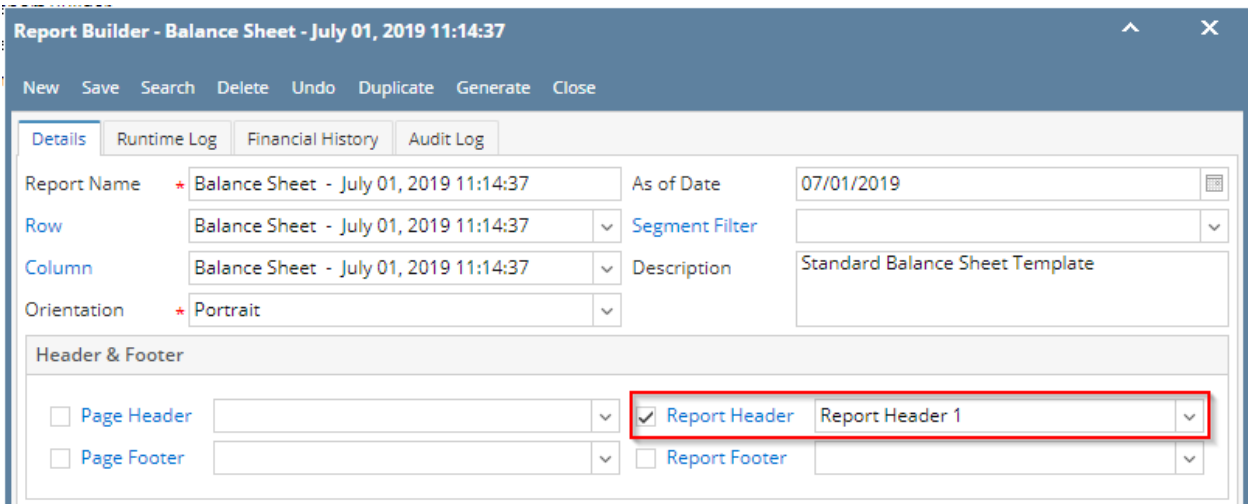
Follow the steps below to guide you on how to add printed Date report footer.

- 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.



Select this Report 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 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, 2019				
Balance Sheet - July 01, 2019 11:14:37		Standard Balance 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
Prepays	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
<b>Total Assets :</b>	<b>847,780,666</b>	<b>68,478,805</b>	<b>833,271,666</b>	<b>65,986,448</b>
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
<b>Total Liabilities :</b>	<b>764,048,906</b>	<b>54,046,629</b>	<b>749,692,207</b>	<b>51,041,826</b>

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 Description** field blank.

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

Report Header and Footer - Report Header - 8/29/2018 12:50:17 PM

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name \* Report Header - 8/29/2018 12:50:17 PM Description Report Header: Functional Test

Type \* Report Header Column Name

Remove Up Down Export View Filter (F3)

<input type="checkbox"/>	Type*	Header/Footer Name	Row Number*	Alignment	With	Column Description
<input checked="" type="checkbox"/>	Printed Date		1	Right	Page	
<input type="checkbox"/>	Printed Time		2	Right	Page	
<input type="checkbox"/>						

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 - Trial Balance Detail - October 01, 2018 16:26:2**

New Save Search 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**

☐ Page Header ☒ Report Header 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.

Monday, 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

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

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name \* Report Header - 3/7/2018 2:50:56 PM Description Report Header: Automation Test

Type \* Report Header Column Name

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

<input type="checkbox"/>	Type*	Header/Footer Name	Row Number*	Alignment	With	Column Description
<input type="checkbox"/>	Report Title		1	Right	Page	
<input checked="" type="checkbox"/>	Printed Date		2	Right	Page	
<input type="checkbox"/>	Printed Time		3	Left	Page	
<input type="checkbox"/>						

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

☒ Page Footer Page Footer Test ☐ 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.

Balance Sheet - March 26, 2018 16:29:51				
Thursday, April 19, 2018				
3:09 PM	Current Year	Current Units	Prior Year	Prior Units
<b>Asset</b>				
Asset	645	0	645	0
Cash Accounts	46,275	0	46,275	0
Receivables	195,498	75,451	195,498	75,451
Inventories	374,533	-1,495,869	374,533	-1,495,869
Other Assets	675	-340,565	675	-340,565
<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	116,821	-11,551	116,821	-11,551
Other Payables	370,713	-124,224	370,713	-124,224
Sales Tax Payables	45	0	45	0
Pending Payables	86	54,824	86	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>503,306</b>	<b>-80,951</b>	<b>503,306</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>

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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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 - Co Header**

New Save Search Delete Undo Duplicate Options Close

Details

Name: Co Header Description: Company Header

Type: Report Header Column Name: (empty)

Remove Up Down Layout Filter Records (F3)

	Type	Header/Footer Name	Row Number	Alignment	With	Column Description
<input type="checkbox"/>	Custom	i21 Test Company	1	Center	Page	
<input type="checkbox"/>	Report Title		2	Center	Page	
<input type="checkbox"/>	DateTime Range		3	Center	Page	
<input type="checkbox"/>	Printed Date		4	Right	Page	
<input type="checkbox"/>	Printed Time		5	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 - Income Statement A**

New Save Search Delete Undo Generate Close

Details

Report Name: Income Statement A Description: (empty)

Row: Income Statement A row

Column: Current and Previous column Orientation: Portrait

Header & Footer

☐ Page Header Page Header - Cur and Prev

☒ Page Footer Page

☒ Report Header Co Header

☐ 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.

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 Printed Date header/footer setup will look like.

Description	Type	Group	Alignment	With	Column Description
Printed Date	1	Right	Page		
Printed Time	2	Right	Page		
Report 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.

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				
		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

Tuesday, April 14, 2015	
2:18 PM	
Income Statement by Account	

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Report Header and Footer

Name: RF Description: Report Footer

Type: Report Footer Column Name:

Delete Up Down Filter Records (F3)

Description	Type	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 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:   ☒ Report Header: RH

☒ Page Footer: PF   ☒ Report Footer: RF

Margins

Top: 5 Bottom: 5

Left: 5 Right: 5

Gutter: 0

Options

☐ Show Default Header & Footer

☒ Show Report Settings

Page 1 of 1

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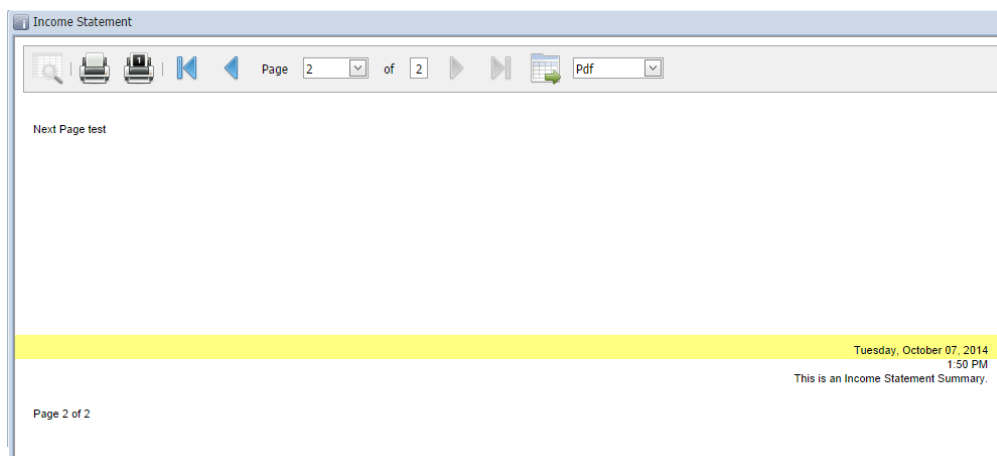
Income Statement

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%	69.56%
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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