

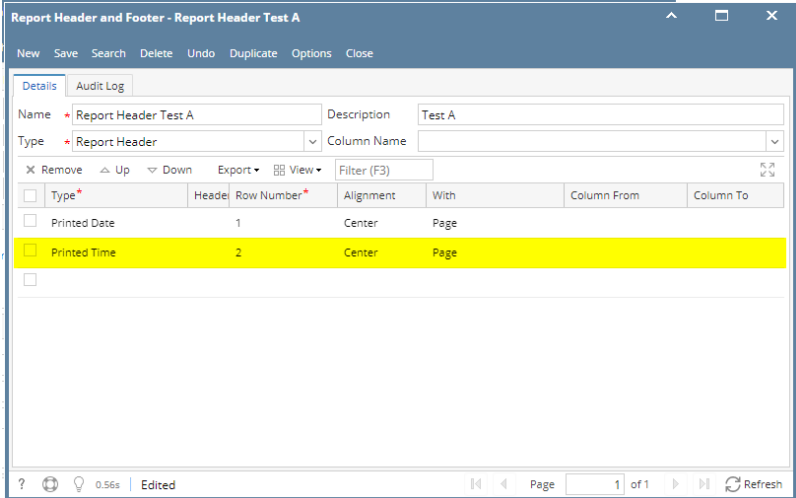
# How to Add Printed Time header/footer

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

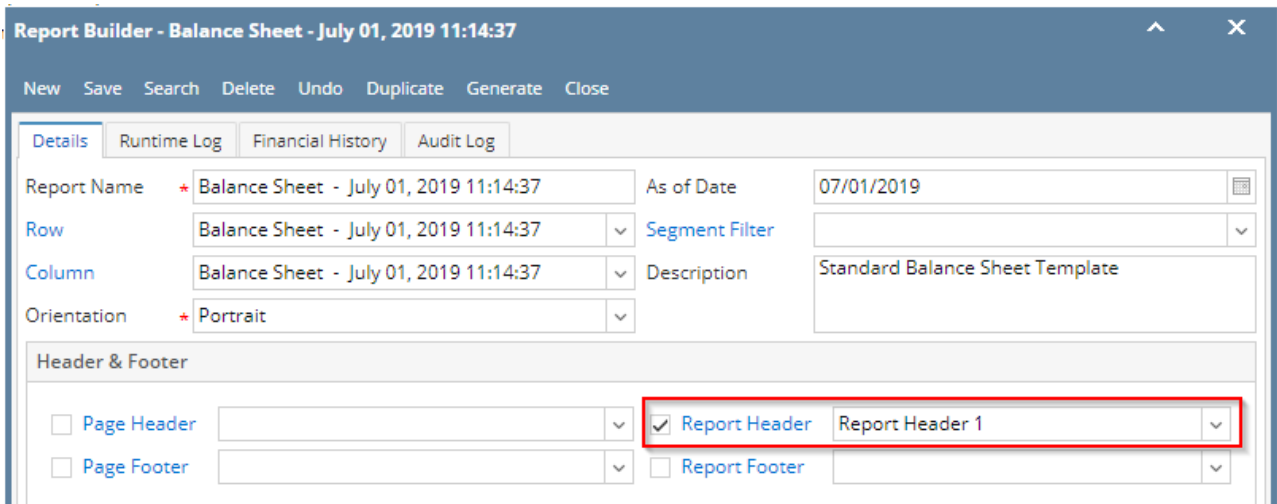
Follow the steps below to guide you on how to add printed Date report footer.

- 1. A new row will be available in the grid section.
- 2. In the **Type** field, select Printed Time.
- 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 Time 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 Time type header/footer. Since this is a report header, this will show on the first page of the report only.

| Thursday, July 4, 2019<br>6:29 PM |                    |                   |                    |                   |
|-----------------------------------|--------------------|-------------------|--------------------|-------------------|
|                                   | 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.

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

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

This is how Printed Time 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 type="checkbox"/>            | Printed Date |                    | 1           | Right     | Page |                    |
| <input checked="" 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

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|   |              |            |             |              |
|---|--------------|------------|-------------|--------------|
| 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         |

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 Time 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.

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2. In the **Type** field, select Printed Time.
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 Time 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:

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"/> | Date/Time 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:

Row: Income Statement A row

Column: Current and Previous column 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 Printed Time type header/footer. Since this is a report header, this will show on the first page of the report only.

| i21 Test Company<br>Income Statement A<br>As Of 12/31/2015 11:59:59 PM |            |           |          |   |
|--|------------|-----------|----------|---|
|  |            |           |          | Wednesday, February 17, 2016<br>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 Time header/footer** is used to add a time when the financial report was printed.

Follow the steps below to guide you on how to add printed time 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 Time.
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 2 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.

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**Report Header and Footer**

New Save Search Delete Undo Duplicate Fonts Close

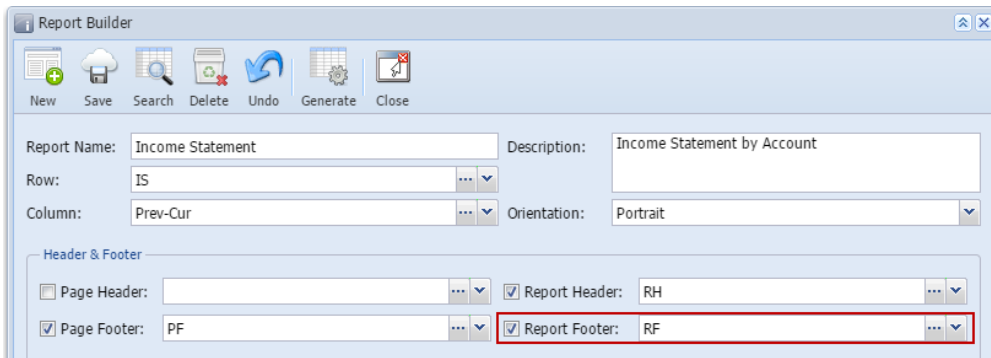
Name: RF Description: Report Footer

Type: Report Footer Column Name:

Remove 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: Income Statement by Account

Row: IS Column: Prev-Cur Orientation: Portrait

Header & Footer

☐ Page Header:  ☒ Report Header: RH

☒ Page Footer: PF ☒ Report Footer: RF

Here's how it is shown when report is previewed/printed. Highlighted section is the Printed Time 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 |

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

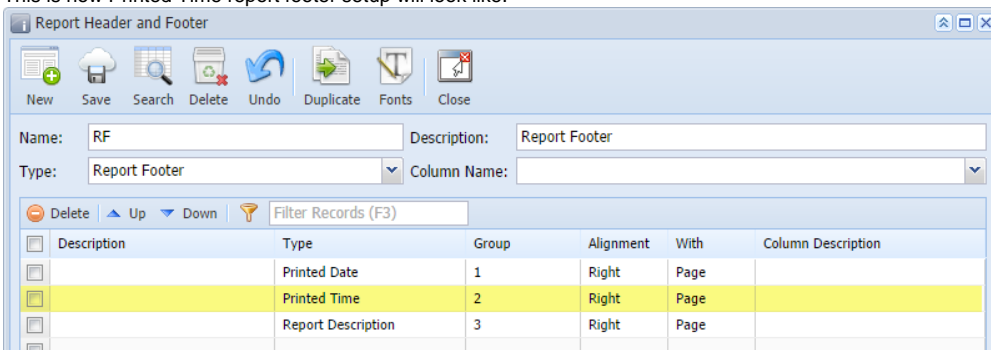
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This is how Printed Time report footer setup will look like.



Report Header and Footer

New Save Search Delete Undo Duplicate Fonts Close

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:  Description: 
Row: 
Column:  Orientation:

**Header & Footer**

☐ Page Header:  ☒ Report Header: 
☒ Page Footer:  ☒ Report Footer:

**Margins**

Top:  Bottom: 
Left:  Right: 
Gutter:

**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 Printed Time 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        |
| <b>Net Income (Loss)</b> | <b>3,714.00</b> | <b>3,876.00</b> |

Page 1 of 2

**Income Statement**

Next Page test

Tuesday, October 07, 2014  
1:50 PM  
This is an Income Statement Summary.

Page 2 of 2

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.