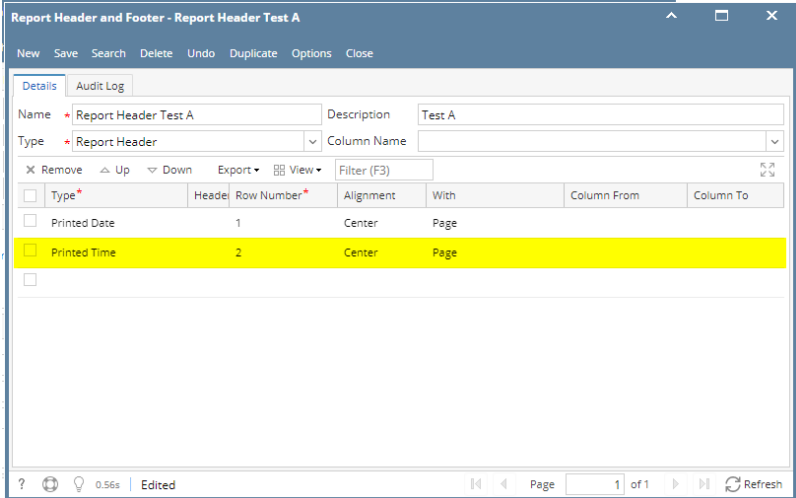# How to Add Printed Time header/footer

The **Printed Time header/footer** is used to add a date when the financial report was printed.
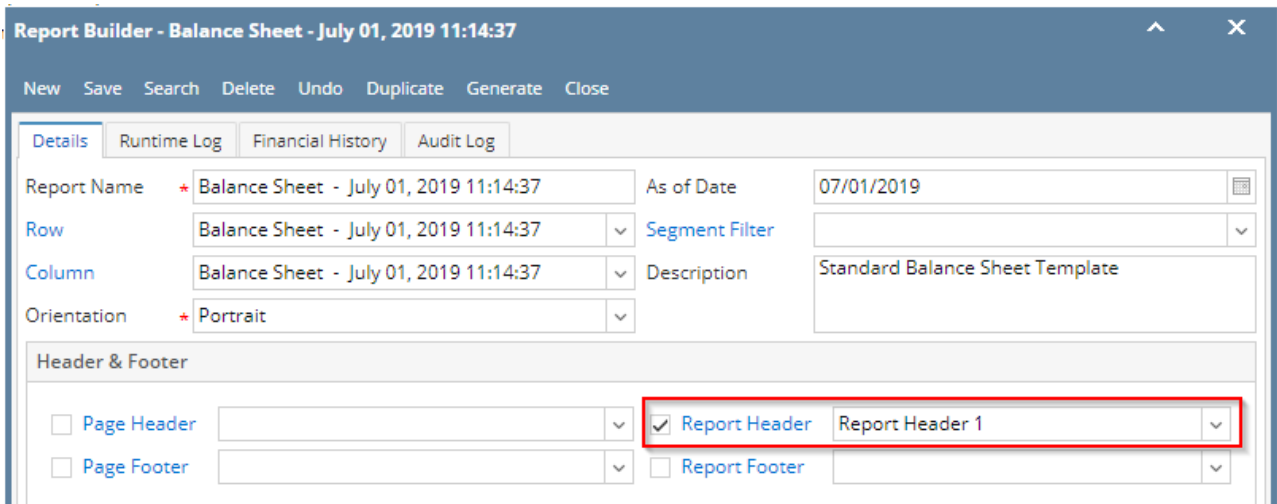
Follow the steps below to guide you on how to add printed Date report footer.

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 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
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.

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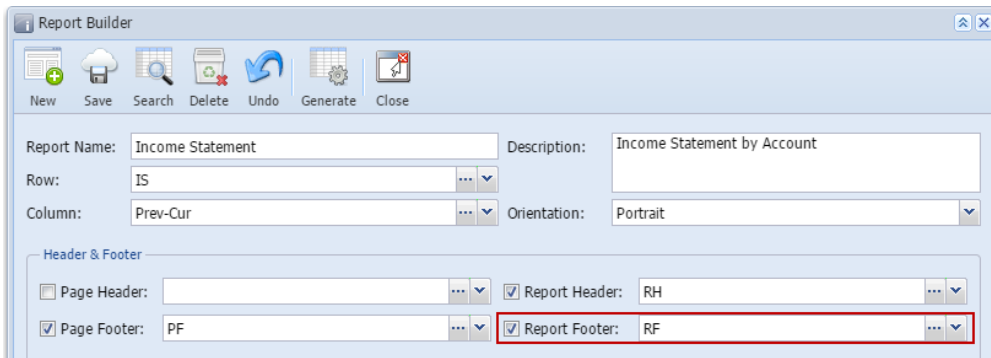
Name * Report Header - 8/29/2018 12:50:17 PM   Description Report Header: Functional Test

Type * Report Header   Column Name

✕ Remove   △ Up   ▽ Down   Export ▾   ⊞ View ▾   Filter (F3)

	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.

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.

	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.

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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.

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.

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

Select this report header/footer in the Report Builder and make sure that 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.
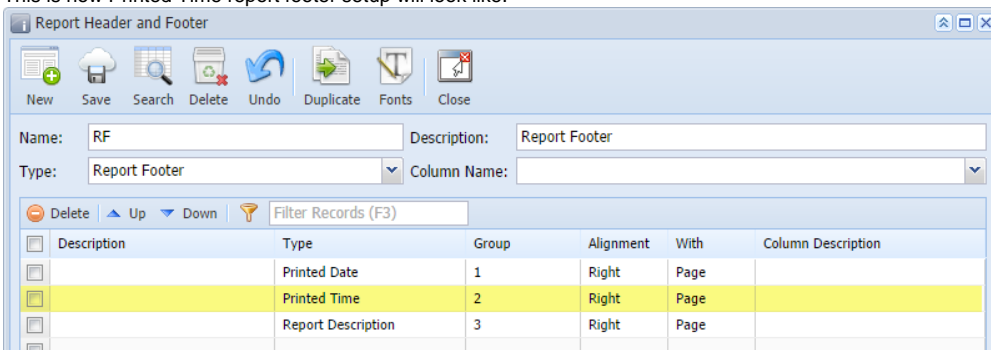

You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

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.

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