

How to Add Report Description header/footer

The **Report Description header/footer** is used to add the report description entered from the Report Builder screen to the report when previewed/printed.

Report Builder - Balance Sheet - July 01, 2019 11:14:37

New Save Search Delete Undo Duplicate Generate Close

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 Header ☐ Page Footer ☒ Report Header Report Header 1 ☐ Report Footer

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

1. A new row will be available in the grid section.
2. In the **Type** field, select Report Description.
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 3 for this illustration.
5. In the **Alignment** field, set how the value for the column will 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 Report Description header/footer setup will look like.

Report Header and Footer - Report Footer 1

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name * Report Footer 1 Description Description 1

Type * Report Footer Column Name

Remove Up Down Export View Filter (F3)

Type*	Header/Footer	Row Number*	Alignment	With	Column From	Column To
Report Description		1	Center	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 - Balance Sheet - July 01, 2019 11:14:37

New Save Search Delete Undo Duplicate Generate Close

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 Header ☒ Report Header Report Header 1

☐ Page Footer ☒ Report Footer Report Footer 1

Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer. Since this is a report footer, this will show on the last page of the report only - after the last row.

Thursday, July 4, 2019 6:35 PM				
	Current Year	Current Units	Prior Year	Prior Units
Asset	36,833,747	28,888,484	36,784,808	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	864,489,971	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	282,395	8	271,752	8
Payables	36,747,641	3,654,997	11,622,728	-415,326
Other Payables	725,388,912	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	197,877	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
Equity	-57	0	-57	0
Owners Equities	83,579,516	-981,592	82,984,544	-2,498,979
Total Equity :	83,579,459	-981,592	82,984,487	-2,498,979
Current Year Earning :	152,301	-301,624	594,972	-1,575,080
Total Equity :	83,731,760	-1,283,216	83,579,459	-4,074,059
Total Liabilities and Equity :	847,780,666	52,763,413	833,271,666	46,967,767

Standard Balance Sheet Template

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 **Report Description header/footer** is used to add the report description entered from the Report Builder screen to the report when previewed/printed.

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 A

Orientation * Portrait

Header & Footer

☐ Page Header ☒ Report Header Report Header - 8/29/2018 12:50:17 PM

☐ Page Footer ☐ Report Footer

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

- 1. A new row will be available in the grid section.
- 2. In the **Type** field, select Report Description.
- 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 3 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 Report Description header/footer setup will look like.

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

New Save Search Delete Undo Duplicate Options Close

Details

Audit Log

Name

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

Description

Report Footer: Functional Test

Type

* Report Footer

Column Name

Remove

Up

Down

Export

View

Filter (F3)

	Type*	Header/Fc	Row Number*	Alignment	With	Column Description
<input type="checkbox"/>	Report Title		1	Right	Page	
<input type="checkbox"/>	Report Description		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 A

Orientation

* Portrait

Header & Footer

☐ Page Header

☐ Page Footer

☒ Report Header

☒ Report Footer

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

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

Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer. Since this is a report footer, this will show on the last page of the report only - after the last row.

Monday, October 1, 2018 5:48 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-Rely Mart-Admin		(2.35)	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
Trial Balance Detail - October 01, 2018 16:26:2					
Trial Balance Detail Template A					

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 **Report Description header/footer** is used to add the report description entered from the Report Builder screen to the report when previewed/printed.

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

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

1. A new row will be available in the grid section.
2. In the **Type** field, select Report Description.
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 3 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 Report Description header/footer setup will look like.

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

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

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

Type * Report Footer Column Name

X Remove ^ Up v Down Export View Filter (F3)

Type*	Header/Footer Name	Row Number*	Alignment	With	Column Description
<input checked="" type="checkbox"/> Report Description		1	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 - 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 Report Footer - 3/7/2018 2:50:56 PM

Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer. Since this is a report footer, this will show on the last page of the report only - after the last row.

3:59 PM				
Balance Sheet - March 26, 2018 16:29:51 Thursday, April 19, 2018				
	Current Year	Current Units	Prior Year	Prior Units
Asset				
Asset	645	0	645	0
Cash Accounts	-90,275	0	-90,275	0
Receivables	196,496	75,451	196,496	75,451
Inventories	374,533	-1,495,869	374,533	-1,495,869
Other Assets	575	-340,566	575	-340,566
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	98	54,824	98	54,824
Payroll Taxes Current	10,541	0	10,541	0
Payroll Deductions	1,439	0	1,439	0
Employer Liability	3,799	0	3,799	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	-1,602,540	-21,332	-1,602,540
Total Equity :	79,882,083	-16,183,842	79,882,083	-16,183,842
Total Liabilities and Equity :	80,385,389	-16,264,793	80,385,389	-16,264,793
Standard Balance Sheet Template				

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 **Report Description header/footer** is used to add the report description entered from the Report Builder screen to the report when previewed/printed.

Report Builder - Income Statement A

New Save Search Delete Undo Generate Close

Details

Report Name: Income Statement A

Row: Income Statement A row

Column: Current and Previous column

Description: Income Statement Summary

Orientation: Portrait

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

1. A new row will be available in the grid section.
2. In the **Type** field, select Report Description.
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 3 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 Report Description header/footer setup will look like.

Report Header and Footer - Co Footer

New Save Search Delete Undo Duplicate Options Close

Details

Name: Co Footer Description: company footer

Type: Report Footer Column Name:

Remove Up Down Layout Filter Records (F3)

	Type	Header/Footer Name	Row Number	Alignment	With	Column Description
<input checked="" type="checkbox"/>	Report Description		1	Left	Page	
<input type="checkbox"/>	Custom	cc: file	2	Left	Page	
<input type="checkbox"/>	Custom	accounting	3	Left	Page	
<input type="checkbox"/>	Custom	executive	4	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 - Income Statement A

New Save Search Delete Undo Generate Close

Details

Report Name: Income Statement A Description: Income Statement Summary

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 Report Description type header/footer. Since this is a report footer, this will show on the last page of the report only - after the last row.

Income Statement A

Print Report Print Page Save To File Save To Window First Page Previous Page Current Page 3 Page Count: 3 Next Page Last Page Find Text Parameters Panel Document Map Close Period Archive Close

R5	80000-2000 - Inventory Adjustment	0.00	0.00	0.00
R5	81000-1000 - Labor	10.00	0.00	10.00
R5	81000-2000 - Labor	0.00	0.00	0.00
R5	82000-1000 - Other Charge Expense	0.00	0.00	0.00
R5	82000-2000 - Other Charge Expense	0.00	0.00	0.00
R5	99000-1000 - Wash Account	1,500.00	0.00	1,500.00
R5	99000-2000 - Wash Account	0.00	0.00	0.00
R7	Net Income	1,377.01	1,000.00	2,377.01

Income Statement Summary

cc: file

accounting

executive

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 **Report Description header/footer** is used to add the report description entered from the Report Builder screen to the report when previewed/printed.

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

Follow the steps below to guide you on how to add report description 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 Report Description.
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 3 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 Report Description header/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:

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 Footer in the Report Builder and make sure that the 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: PF ☒ Report Header: RH

☒ Page Footer: PF ☒ Report Footer: RF

Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description 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

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 Report Description header/footer** is used to add the report description entered in the Report Builder screen for a specific report when printed.

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

Follow the steps below to guide you on how to add report description 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 Report Description.
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 3 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 Report Description 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:
☒ Page Footer:
☒ Report Header:
☒ 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 Report Description 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

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.