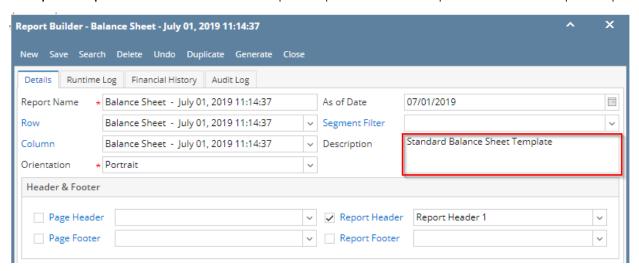
How to Add Report Description header/footer

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

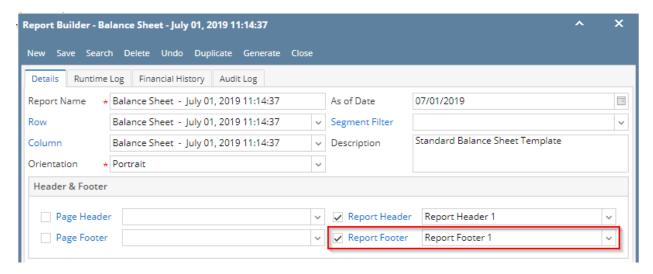


Follow the steps below to guide you on how to add report description report footer.

- 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 1 New Save Search Delete Undo Duplicate Options Close Audit Log * Report Footer 1 Description Description 1 ∨ Column Name * Report Footer X Remove △ Up ▽ Down Export • 🔡 View • Filter (F3) Header/Footer | Row Number* Column From Column To Report Description Page

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

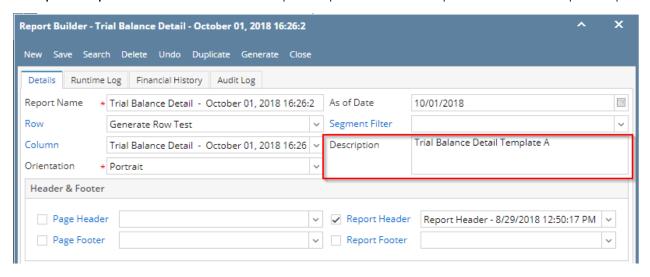


Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer. Since this is a report footer, this will show on the last page of the report only - after the last row.

	Thursday, July 4, 2 6:35 PM	019		
	Current Year	Current Units	Prior Year	Prior Unit
Asset				
Asset	36,833,747	28,888,484	36,784,008	28,888,44
Cash Accounts	-78,975,125	-29,108,321	-78,450,665	-29,108,47
Receivables	25,093,755	3,707,917	24,712,221	3,692,21
Prepaids	1,790,236	1,327,749	1,790,236	1,327,74
Inventories	864,493,971	70,990,725	849,891,602	68,275,68
Other Assets	-1,455,918	-7,327,749	-1,455,736	-7,089,17
Total Assets :	847,780,666	68,478,805	833,271,666	65,986,44
Liability				
Liability	282.395	8	271.752	
Pavables	36.747.641	3 854 997	11.622.728	-415.32
Other Payables	725.380.912	50.003.465	736.208.713	51.305.98
Sales Tax Pavables	861.334	0	861.184	
Payroll Tax Liabilities	516	0	496	
Pending Payables	460,001	188,163	415,437	151,16
Payroll Taxes Current	199,696	0	197,077	
Payroll Deductions	41,324	0	40,930	
Employer Liability	75,087	-4	73,890	
Total Liabilities :	764,048,906	54,046,629	749,692,207	51,041,82
Equity				
Owners Equities	-57	0	-57	
Retained Earnings	83,579,516	-981,592	82,984,544	-2,498,97
Total Equity :	83,579,459	-981,592	82,984,487	-2,498,97
Current Year Earning :	152.301	-301.624	594,972	-1,575.08
Total Equity:	83.731.760	-1,283,216	83,579,459	-4.074.05
Total Liabilities and Equity :	847,780,666	52,763,413	833,271,666	46,967,76

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.

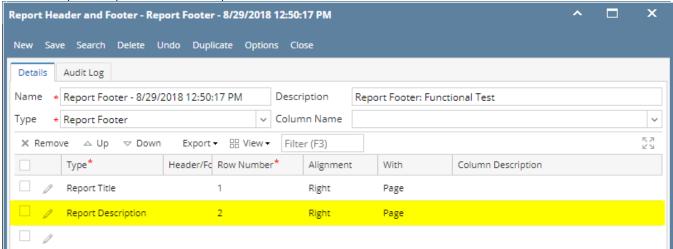
The Report Description header/footer is used to add the report description entered from the Report Builder screen to the report when previewed/printed.



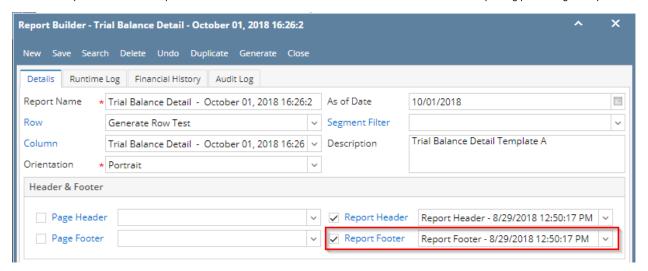
Follow the steps below to guide you on how to add report description report footer.

- 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.

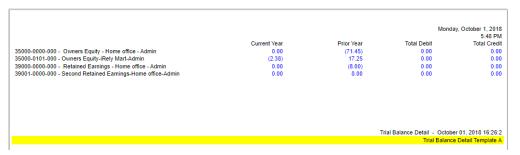
This is how Report Description header/footer setup will look like.



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

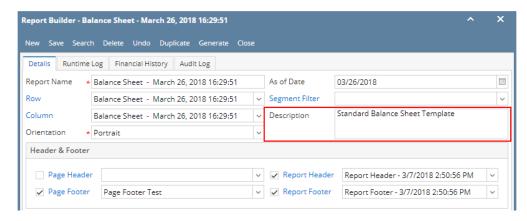


Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer. Since this is a report footer, this will show on the last page of the report only - after the last row.



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.

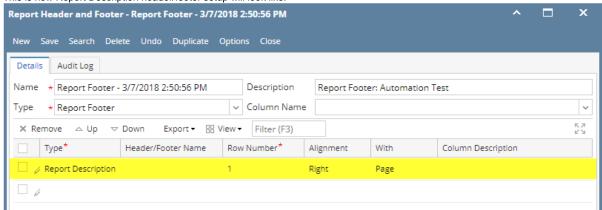
The Report Description header/footer is used to add the report description entered from the Report Builder screen to the report when previewed/printed.



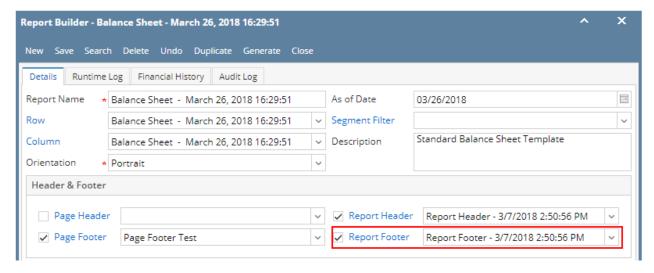
Follow the steps below to guide you on how to add report description report footer.

- 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.
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This is how Report Description 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.

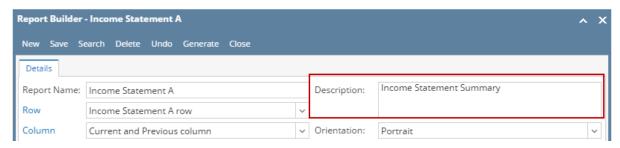


Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer. Since this is a report footer, this will show on the last page of the report only - after the last row.

			Balance Sheet	 March 26, 2018 16:29: Thursday, April 19, 20
3:59 PM	Current Year	Current Units	Prior Year	Prior Un
Asset	Current Year	Current Onits	Pilor real	PHOLOH
Asset	645	0	645	
Cash Accounts	-90.275	ň	-90.275	
Receivables	196,496	75,451	196,496	75,4
Inventories	374.533	-1.495.869	374.533	-1.495.8
Other Assets	575	-340,566	575	-340,5
Total Assets :	481,974	-1,760,984	481,974	-1,760,9
Liability				
Liability	50	0	50	
Payables	116.621	-11.551	116.621	-11.5
Other Payables	370,713	-124,224	370,713	-124,3
Sales Tax Payables	45	0	45	
Pending Payables	98	54,824	98	54,8
Payroll Taxes Current	10,541	0	10,541	
Payroll Deductions	1,439	0	1,439	
Employer Liability	3,799	0	3,799	
Total Liabilities :	503,306	-80,951	503,306	-80,9
Equity				
Retained Earnings	79,903,415	-14,581,302	79,903,415	-14,581,3
Total Equity :	79,903,415	-14,581,302	79,903,415	-14,581,3
Current Year Earning :	-21,332	-1,602,540	-21.332	-1.602.5
Total Equity:	79.882.083	-16.183.842	79.882.083	-16.183.8
	80,385,389	-16,264,793	80,385,389	-16,264,7
Total Liabilities and Equity :	80,385,389	-10,204,793	80,383,389	-10,204,7
			Standa	ard Balance Sheet Templ

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.

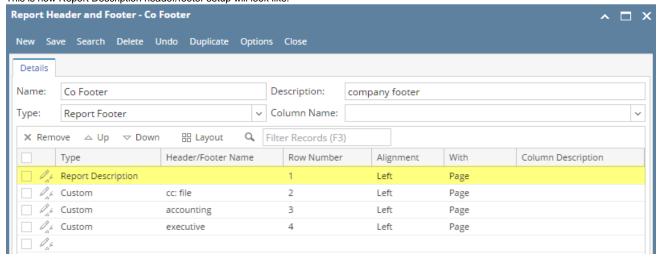
The Report Description header/footer is used to add the report description entered from the Report Builder screen to the report when previewed/printed.



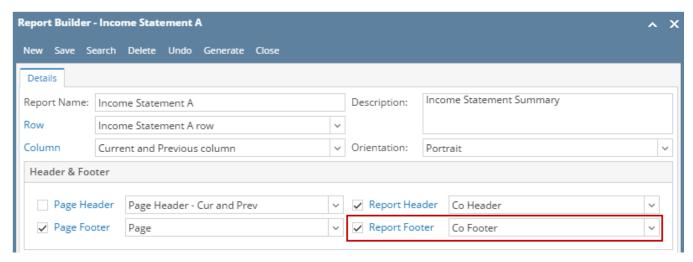
Follow the steps below to guide you on how to add report description report footer.

- 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.

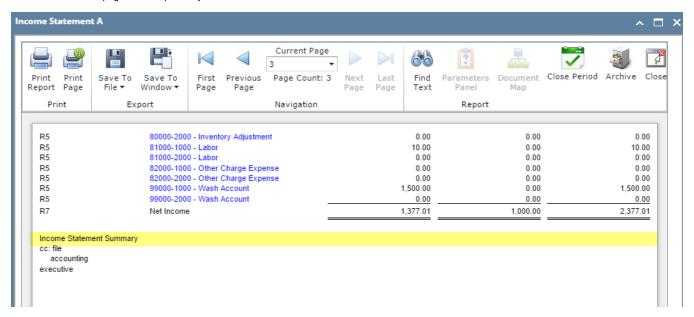
This is how Report Description header/footer setup will look like.



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

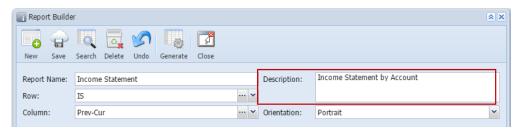


Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer. Since this is a report footer, this will show on the last page of the report only - after the last row.



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.

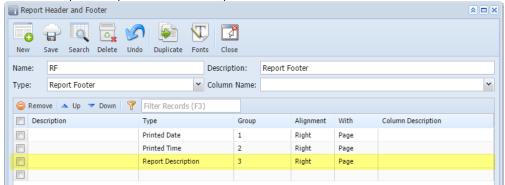
The Report Description header/footer is used to add the report description entered from the Report Builder screen to the report when previewed/printed.



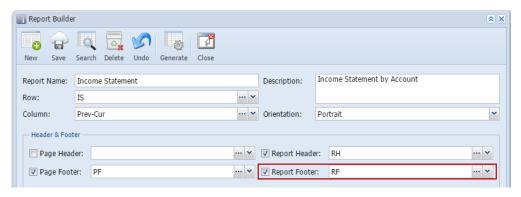
Follow the steps below to guide you on how to add report description report footer.

- 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.

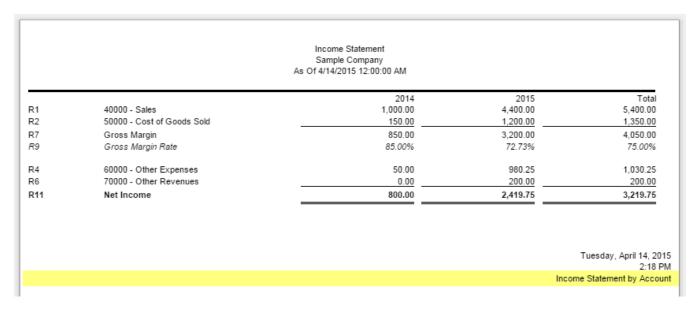
This is how Report Description header/footer setup will look like.



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

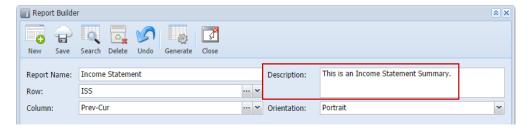


Here's how it is shown when report is previewed/printed. Highlighted section is the Report Description type header/footer.



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.

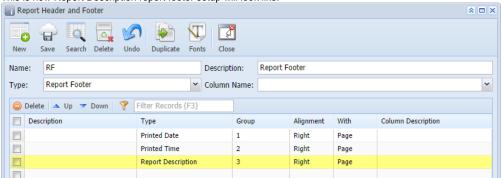
The **Printed Report Description header/footer** is used to add the report description entered in the Report Builder screen for a specific report when printed.



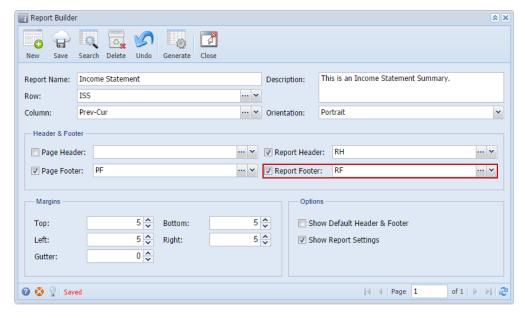
Follow the steps below to guide you on how to add report description report footer.

- 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.

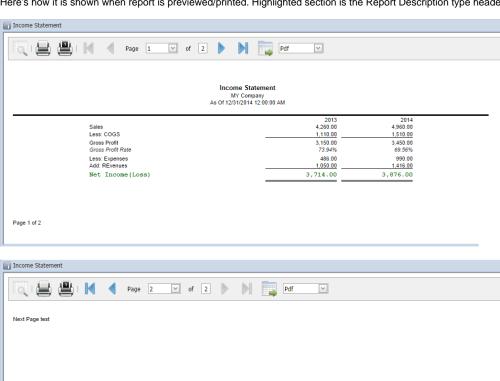
This is how Report Description report footer setup will look like.



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



 $Here's \ how \ it is \ shown \ when \ report \ is \ previewed/printed. \ Highlighted \ section \ is \ the \ Report \ Description \ type \ header/footer.$



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.

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