

How to Add Report Title header/footer

The **Report Title header/footer** is used to add the report name 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 ☐ Report Header Report Header 1

☐ Page Footer ☒ Report Footer Report Footer 1

Follow the steps below to guide you on how to add report title header/footer.

1. A new row will be available in the grid section.
2. In the **Type field**, select Report Title.
3. Leave the **Header/Footer Name 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 will be displayed. Set this to Center.
6. In the **With field**, select Page. This will occupy the entire page.
7. Leave **Column Description** field blank.

This is how Report Title 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/F	Row Number*	Alignment	With	Column From	Column To
☐ Report Description		1	Center	Page		
☒ Report Title		1	Left	Page		
☐						

Select this Report Header 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 Title type header/footer. Since this is a report header, this will show on the first page of the report only.

Asset	Current Year	Current Units	Prior Year	Prior Units
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	25,083,755	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
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	3,854,997	11,622,726	-415,336
Other Payables	725,380,912	50,003,465	736,208,713	51,305,985
Sales Tax Payables	661,334	0	661,184	0
Payroll Tax Liabilities	516	0	496	0
Pending Payables	400,001	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
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

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

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 Title header/footer** is used to add the report name 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 Report Footer - 8/29/2018 12:50:17 PM

Follow the steps below to guide you on how to add report title header/footer.

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

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

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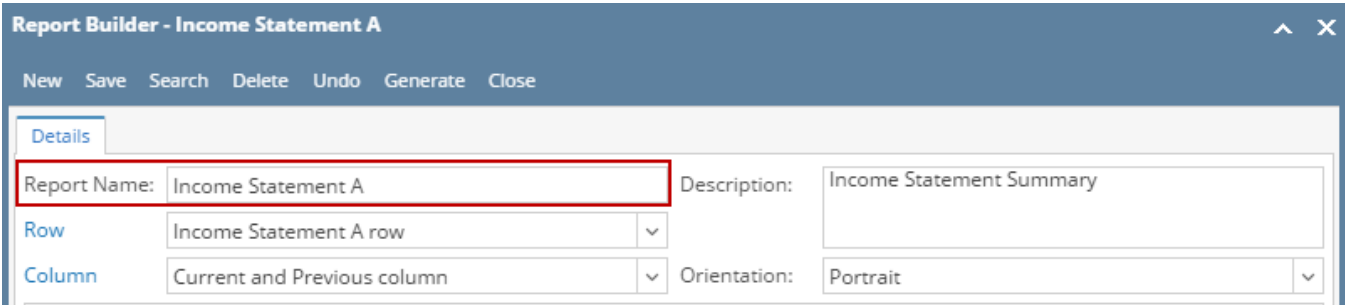
Monday, October 1, 2018 5:48 PM				
	Current Year	Prior Year	Total Debit	Total Credit
35000-0000-000 - Owners Equity - Home office - Admin	0.00	(71.45)	0.00	0.00
35000-0101-000 - Owners Equity-iRely Mart-Admin	(2.38)	17.25	0.00	0.00
39000-0000-000 - Retained Earnings - Home office - Admin	0.00	(8.00)	0.00	0.00
39001-0000-000 - Second Retained Earnings-Home office-Admin	0.00	8.00	0.00	0.00

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.

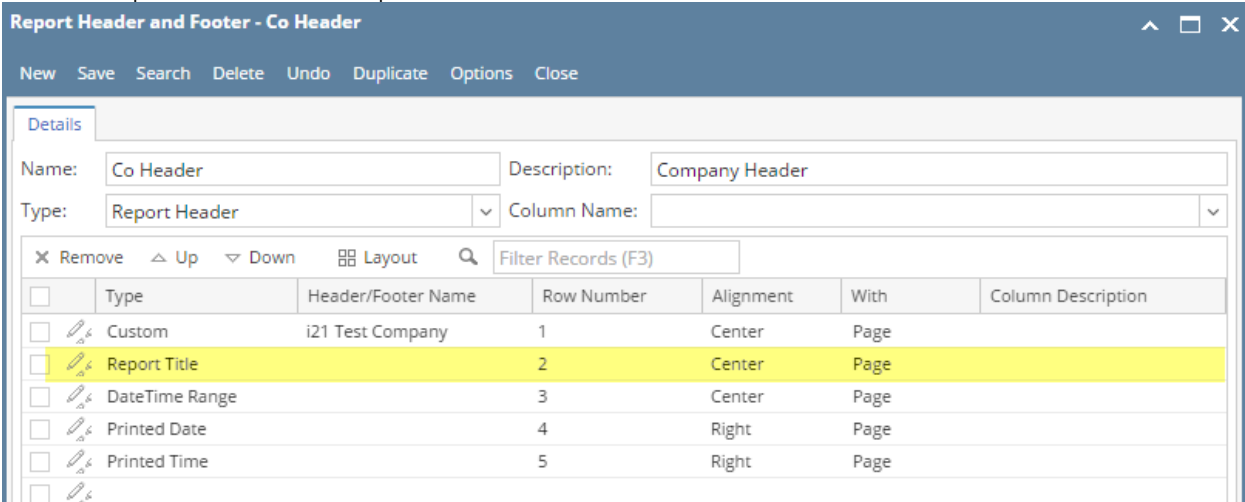
The **Report Title header/footer** is used to add the report name entered from the Report Builder screen to the report when previewed/printed.



Follow the steps below to guide you on how to add report title header/footer.

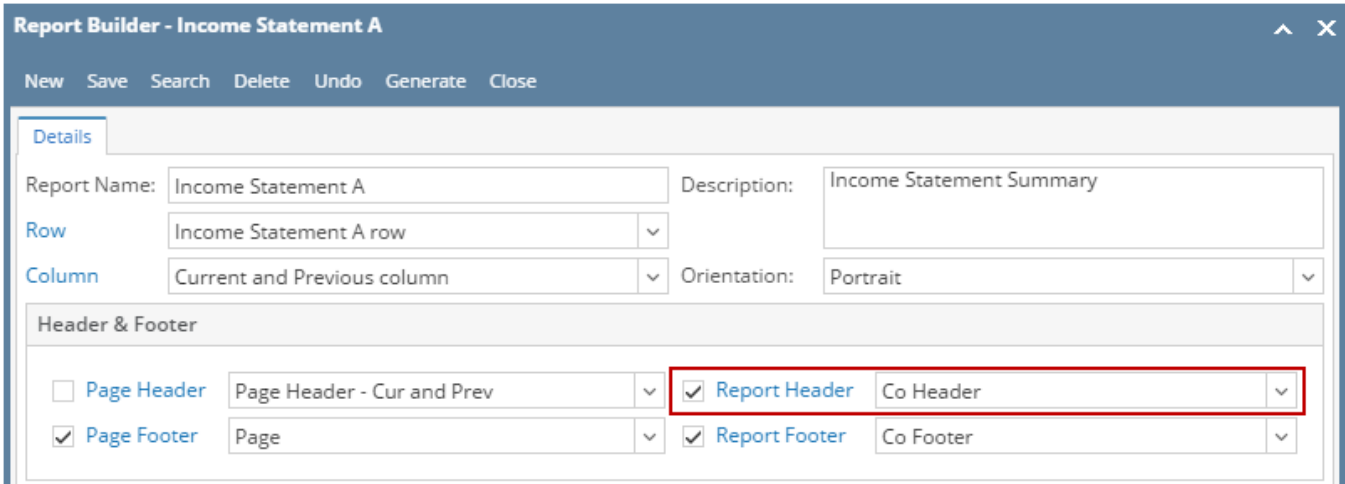
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5. In the **Alignment** field, set how the value for the column be displayed. Set this to Center.
6. In the **With** field, select Page. This will occupy the entire page.
7. Leave **Column Description** field blank.

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



Type	Header/Footer Name	Row Number	Alignment	With	Column Description
Custom	i21 Test Company	1	Center	Page	
Report Title		2	Center	Page	
DateTime Range		3	Center	Page	
Printed Date		4	Right	Page	
Printed Time		5	Right	Page	

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



Header & Footer			
☐	Page Header	Page Header - Cur and Prev	
☒	Page Footer	Page	

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

i21 Test Company Income Statement A As Of 12/31/2015 11:59:59 PM				
			Wednesday, February 17, 2016 7:16 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

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

Description	Type	Group	Alignment	With	Column Description
Report Title	Custom	1	Center	Page	
Sample Company	Custom	2	Center	Page	
Date Range	Custom	3	Center	Page	

Select this Report Header 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 Title type header/footer.

Income Statement				
Sample Company				
As Of 4/14/2015				
		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

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Report Header and Footer

New Save Search Delete Undo Duplicate Fonts Close

Name: RH Description: Report Header

Type: Report Header Column Name:

Delete Up Down Filter Records (F3)

Description	Type	Group	Alignment	With	Column Description
	Report Title	1	Center	Page	
MY Company	Custom	2	Center	Page	
	DateTime Range	3	Center	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

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

Income Statement

Page 1 of 2

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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