

How to Search and Open header or footer record

1. From Financial Reports module > click on **Financial Report Builder** menu.
2. The **Report Builder** search will be opened. See [Search](#) to guide you on how to use the Search screen.
 - a. If the report header or footer record you are looking for is assigned to a report, then look for that report open it. The Report Builder screen will be opened. Click on the **Page Header** field label to open the Report Header and Footer screen.

Report Builder - Balance Sheet - June 20, 2019 10:2:58

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * Balance Sheet - June 20, 2019 10:2:58 As of Date 06/20/2019

Row Balance Sheet - June 20, 2019 10:2:58 Segment Filter

Column Balance Sheet - June 20, 2019 10:2:58 Description Standard Balance Sheet Template

Orientation * Portrait

Header & Footer

☒ Page Header Page Header - 6/19/2019 1:41:11 PM ☐ Report Header

☐ Page Footer ☐ Report Footer

- b. If the report header and footer record you are looking for is not assigned to a report, then continue to step 3.
3. Click **Search** to open the **Search Report Header and Footer** screen where you can find for the report header and footer record you are looking for.

Report Header and Footer - Page Header - 6/19/2019 1:41:11 PM

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name Page Header - 6/19/2019 1:41:11 PM Description Page Header: Automation Test

Type Page Header Column Name

Type* Header/Footer Name Row Number* Alignment With Column From Column To

Custom Custom Automation Test 1 Left Page

Search Report Header and Footers

Close

Report Header and Footer

Open Selected New Export Columns View 9 records

Name Contains Add Filter Clear Filters

Name	Description	Type
<input type="checkbox"/> Demeter LP Grain Report Summary	Grain Report Summary	Report Header
<input type="checkbox"/> FRD-1406		Page Header
<input type="checkbox"/> Report Footer 1	Description 1	Report Footer

1. From Financial Reports module > click on **Financial Report Builder** menu.
2. The **Report Builder** search will be opened. See [Search](#) to guide you on how to use the Search screen.
 - a. If the report header or footer record you are looking for is assigned to a report, then look for that report open it. The Report Builder screen will be opened. Click on the **Page Header** field label to open the Report Header and Footer screen.

Report Builder - Trial Balance Detail - September 04, 2018 16:24:48

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * Trial Balance Detail - September 04, 2018 16:24: As of Date 09/04/2018

Row Trial Balance Detail - September 04, 2018 16 Segment Filter

Column Trial Balance Detail - September 04, 2018 16 Description Trial Balance Detail Template

Orientation * Portrait

Header & Footer

☒ Page Header Page Header A ☐ Report Header

☐ Page Footer ☐ Report Footer

- b. If the report header and footer record you are looking for is not assigned to a report, then continue to step 3.

- Click **Search** to open the **Search Report Header and Footer** screen where you can find for the report header and footer record you are looking for.

- From Financial Reports module > click on **Financial Report Builder** menu.
- The **Report Builder** search will be opened. See [Search](#) to guide you on how to use the Search screen.
 - If the report header or footer record you are looking for is assigned to a report, then look for that report open it. The Report Builder screen will be opened. Click on the **Page Header** field label to open the Report Header and Footer screen.

- If the report header and footer record you are looking for is not assigned to a report, then continue to step 3.
- Click **Search** to open the **Search Report Header and Footer** screen where you can find for the report header and footer record you are looking for.

- From Financial Reports module > click on **Financial Report Builder** menu.
- The **Report Builder** search will be opened. See [Search](#) to guide you on how to use the Search screen.
 - If the report header or footer record you are looking for is assigned to a report, then look for that report open it. The Report Builder screen will be opened. Click on the **Page Header** field label to open the Report Header and Footer screen.

- If the report header and footer record you are looking for is not assigned to a report, then continue to step 3.

3. Click **Search** to open the **Search Report Header and Footer** screen where you can find for the report header and footer record you are looking for.

The image shows two screenshots of a software interface. The top screenshot is the 'Report Header and Footer - Page Header - Cur and Prev' window. It has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Duplicate', 'Options', and 'Close'. The 'Search' button is highlighted with a red box and a red arrow pointing to the bottom screenshot. Below the menu bar is a 'Details' section with fields for 'Name' (Page Header - Cur and Prev), 'Description' (Page Header - Cur and Prev description), 'Type' (Page Header), and 'Column Name' (Current and Previous column). Below this is a table with columns: 'Type', 'Header/Footer Name', 'Row Number', 'Alignment', 'With', and 'Column Description'. The table contains two rows: 'Custom' for 'Page Header - Current' and 'Custom' for 'Page Header - Previous'. The bottom screenshot is the 'Search Report Header and Footer' window. It has a menu bar with 'New', 'Open Selected', 'Refresh', 'Export', and 'Close'. Below the menu bar is a search bar with 'Filter Records (F3)' and '10 records'. Below the search bar is a table with columns: 'Name', 'Description', and 'Type'. The table contains four rows: 'Co Header' (Company Header, Report Header), 'Page' (paging, Page Footer), 'Co Footer' (company footer, Report Footer), and 'By Segments' (By Segment columns, Page Header).

Report Header and Footer - Page Header - Cur and Prev

Menu: New Save **Search** Delete Undo Duplicate Options Close

Details

Name: Page Header - Cur and Prev Description: Page Header - Cur and Prev description

Type: Page Header Column Name: Current and Previous column

Type	Header/Footer Name	Row Number	Alignment	With	Column Description
Custom	Page Header - Current	1	Center	Column	Current
Custom	Page Header - Previous	1	Center	Column	Previous

Search Report Header and Footer

Menu: New Open Selected Refresh Export Close

Filter Records (F3) 10 records

Name	Description	Type
<input type="checkbox"/> Co Header	Company Header	Report Header
<input type="checkbox"/> Page	paging	Page Footer
<input type="checkbox"/> Co Footer	company footer	Report Footer
<input type="checkbox"/> By Segments	By Segment columns	Page Header

1. From Financial Reports module > Maintenance folder > double-click on **Report Header and Footer** menu.
 2. The **Search Report Header and Footer** screen will open. See [Search](#) to guide you on how to use the Search screen.
-
1. From General Ledger module > Financial Reports folder > Financial Report Designer folder > double-click **Report Header and Footer**.
 2. The **Search Report Header and Footer** screen will open. See [Search](#) to guide you on how to use the Search screen.