How to Add Segment Filter Group header/footer

The **Segment Filter Group header/footer** is used to add the Segment Filter Group selected to the report when previewed/printed.

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 Segment Filter Group.
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 4 for this illustration.
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.

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

Click **Generate**. In the Report Builder screen, select a **Segment Filter**. Then click the **Segment Filter label** to open the Segment Filter Group screen.

If you want the Segment Filter be shown on the report when previewed or printed, check the **Display to Header checkbox**.

Here's how it is shown when report is previewed/printed. Highlighted section is the Segment Filter Group type header/footer.

If multiple segments are checked, then all these segments are shown on the report.

| | Location: 0002 Or Location: 0001 AAA | | | |
	Current Year	Current Units	Prior Year	Prior Units
Asset				
Asset	63,326	1,043	63,326	1,043
Receivables	2,373,111	665,832	1,991,517	650,132
Prepaids	1,790,236	1,327,749	1,790,236	1,327,749
Inventories	797,132,143	54,082,561	782,491,558	51,367,521
Other Assets	-6,475	-468,179	-6,475	-468,179
Total Assets :	**801,352,341**	**55,609,006**	**786,330,162**	**52,878,266**
Liability				
Liability	282,384	8	271,741	8
Payables	32,435,363	4,086,560	7,310,475	-193,756
Other Payables	720,967,746	47,546,218	731,770,660	48,848,738
Sales Tax Payables	6,603	0	6,603	0
Payroll Tax Liabilities	32	0	12	0
Pending Payables	460,001	188,163	415,437	151,163
Payroll Taxes Current	3,956	0	3,956	0
Payroll Deductions	1,192	0	1,192	0
Employer Liability	1,592	0	1,592	0
Total Liabilities :	**754,158,869**	**51,820,949**	**739,781,668**	**48,806,153**

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 **Segment Filter Group header/footer** is used to add the Segment Filter Group selected to the report when previewed/printed.

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 Segment Filter Group.
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 4 for this illustration.
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.

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

Click **Generate**. In the Report Builder screen, select a **Segment Filter**. Then click the **Segment Filter label** to open the Segment Filter Group screen.

If you want the Segment Filter be shown on the report when previewed or printed, check the **Display to Header checkbox**.

Here's how it is shown when report is previewed/printed. Highlighted section is the Segment Filter Group type header/footer.

If multiple segments are checked, then all these segments are shown on the report.

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 **Segment Filter Group header/footer** is used to add the Segment Filter Group selected to the report when previewed/printed.

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 Segment Filter Group.
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 4 for this illustration.
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.

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

Click **Generate**. In the Report Builder screen, select a **Segment Filter**. Then click the **Segment Filter label** to open the Segment Filter Group screen.

If you want the Segment Filter be shown on the report when previewed or printed, check the **Display to Header checkbox**.

Here's how it is shown when report is previewed/printed. Highlighted section is the Segment Filter Group type header/footer.

	Current Year	Current Units	Prior Year	Prior Units
Balance Sheet - May 15, 2018 10:39:59				Tuesday, May 15, 2018
Location: 0001 Segment Filter Group - 4/30/2018 4:22:24 PM				
Asset				
Asset	62,501	543	62,501	543
Receivables	1,182,507	269,867	985,166	194,416
Prepaids	-1,100	0	-1,100	0
Inventories	781,278,972	50,120,774	780,904,439	51,616,643
Other Assets	-4,584	-483,321	-4,448	-403,401
Total Assets :	**782,518,296**	**49,907,863**	**781,946,558**	**51,408,201**

If multiple segments are checked, then all these segments are shown on the report.

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 **Segment Filter Group header/footer** is used to add the Segment Filter Group selected to the report when previewed/printed.

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 Segment Filter Group.
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 4 for this illustration.
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.

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

Click **Generate**. In the Report Settings screen, select a **Segment Filter**. Then click the **Segment Filter label** to open the Segment Filter Group screen.

If you want the Segment Filter be shown on the report when previewed or printed, check the **Display to Header checkbox**.

Here's how it is shown when report is previewed/printed. Highlighted section is the Segment Filter Group type header/footer.

If multiple segments are checked, then all these segments are shown on the report.

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 **Segment Filter Group header/footer** is used to add the Segment Filter Group selected to the report when previewed/printed.

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. Leave the **Description field** blank.
3. In the **Type field**, select Segment Filter Group.
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 4 for this illustration.
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.

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

Click Generate toolbar button. In the Report Settings screen, select a Segment Filter.

Display to Header checkbox is checked

When Display to Header checkbox is checked, the Segment and Segment Code where the Display to Header checkbox is checked will be displayed on the report.

Preview/Print the report.

Here's how it is shown when report is previewed/printed. Highlighted section is the Segment Filter Group type header/footer.

Income Statement

Sample Company
As Of 4/14/2015 12:00:00 AM

Location: 1000

		1000 - Loc A	2000 - Loc B	3000 - Loc C	All Segments
R1	40000 - Sales	2,500.00	0.00	0.00	2,500.00
R2	50000 - Cost of Goods Sold	800.00	0.00	0.00	800.00
R7	Gross Margin	1,700.00	0.00	0.00	1,700.00
R9	Gross Margin Rate	68.00%	NaN	NaN	68.00%
R4	60000 - Other Expenses	900.25	0.00	0.00	900.25
R6	70000 - Other Revenues	200.00	0.00	0.00	200.00
R11	Net Income	999.75	0.00	0.00	999.75

If multiple segments are checked, then all these segments are shown on the report.
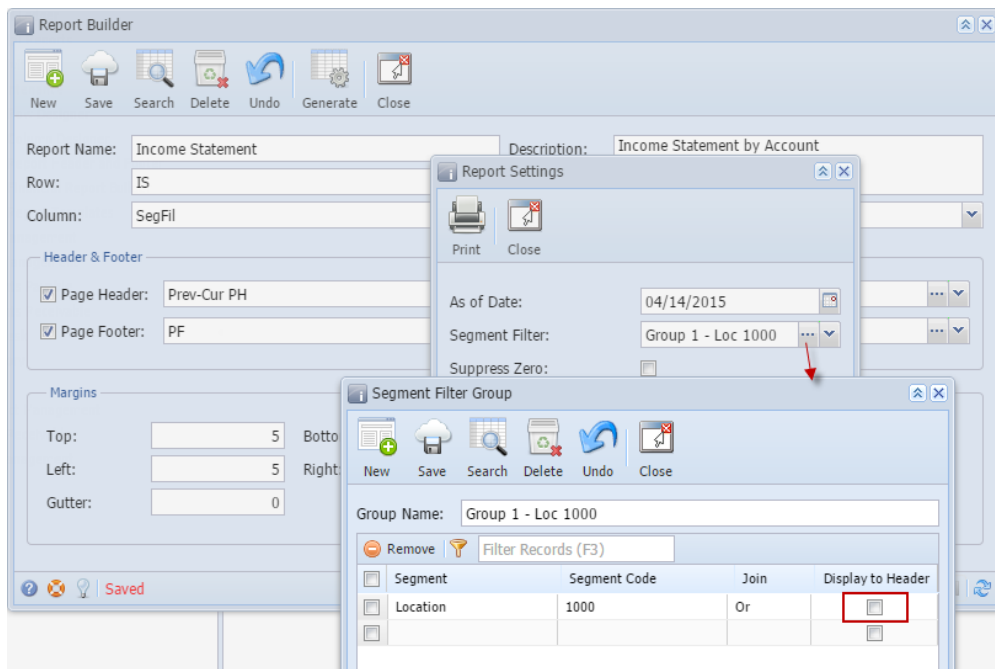

Income Statement

Sample Company
As Of 4/14/2015 12:00:00 AM

Location: 1000 Or Location: 2000 Or Location: 3000

		1000 - Loc A	2000 - Loc B	3000 - Loc C	All Segments
R1	40000 - Sales	2,500.00	1,100.00	800.00	4,400.00
R2	50000 - Cost of Goods Sold	800.00	250.00	150.00	1,200.00
R7	Gross Margin	1,700.00	850.00	650.00	3,200.00
R9	Gross Margin Rate	68.00%	77.27%	81.25%	72.73%
R4	60000 - Other Expenses	900.25	50.00	30.00	980.25
R6	70000 - Other Revenues	200.00	0.00	0.00	200.00
R11	Net Income	999.75	800.00	620.00	2,419.75

Display to Header checkbox is unchecked

When Display to Header checkbox is unchecked, the Segment and Segment Code where the Display to Header checkbox is unchecked will NOT be displayed on the report.

Preview/Print the report.

Here's how it is shown when report is previewed/printed. Highlighted section is the Segment Filter Group 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.