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.

	Location: 0002 AAA			
	Current Year	Current Units	Prior Year	Prior Units
Asset				
Receivables	4,200	1,000	4,200	1,000
Prepaids	1,791,336	1,327,749	1,791,336	1,327,749
Inventories	59,566	23,185	59,586	23,185
Other Assets	976	0	976	0
Total Assets :	1,856,078	1,351,934	1,856,098	1,351,934
Liability				
Other Payables	29,517	15,957	29,517	15,957
Sales Tax Payables	127	0	127	0
Payroll Taxes Current	2,080	0	2,080	0
Payroll Deductions	780	0	780	0
Employer Liability	819	0	819	0
Total Liabilities :	33,323	15,957	33,323	15,957

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.

Report Header and Footer - Report Header - 9/25/2018 2:53:45 PM

New   Save   Search   Delete   Undo   Duplicate   Options   Close

Details   Audit Log

Name * Report Header - 9/25/2018 2:53:45 PM   Description   Report Header: Functional Test
Type * Report Header   Column Name

X Remove   △ Up   ▽ Down   Export ▾   View ▾   Filter (F3)

		Type*	Header/Footer N	Row Number*	Alignment	With	Column Description
☐	🖉	Printed Date		1	Right	Page	
☐	🖉	Printed Time		2	Right	Page	
☐	🖉	Segment Filter Group		1	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.

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.

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.
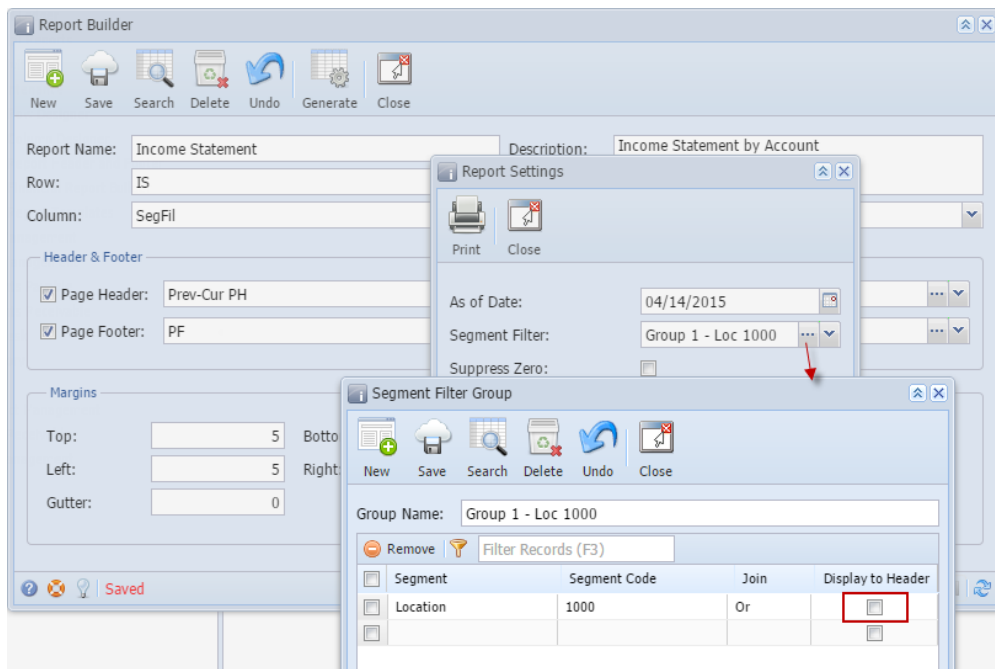

Income Statement
Sample Company
As Of 4/14/2015 12:00:00 AM
Location: 1000 Or Location: 2000 Or Location: 3000

		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.