

# How to Use Default Header & Footer

iRely i21 has default header and footer that can be readily used.

Follow the steps below on how to use this.

1. Create a [New](#) financial report or [Open](#) an existing one.
2. Check the **Show Default Header & Footer** checkbox.

Report Builder - Balance Sheet - June 07, 2019 19:2:4

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name: Balance Sheet - June 07, 2019 19:2:4 As of Date: 06/07/2019

Row: Balance Sheet - June 07, 2019 19:2:4 Segment Filter

Column: Balance Sheet - June 07, 2019 19:2:4 Description: Standard Balance Sheet Template

Orientation: Portrait

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

Margins

Top: 50.00 Bottom: 50.00

Left: 100.00 Right: 100.00

Gutter: 0.00

Options

☒ Show Default Header & Footer

☐ Include Audit Adjustment

☒ Suppress Zero

☒ Rounding Adjustment

Page 1 of 1 Refresh

3. Click **Generate** toolbar button to [Generate](#) a report.



- If Show Report Settings checkbox is **checked**, Report Settings screen will open and from there you can generate the report. See [How to Show Report Settings screen before report preview](#).
- If Show Report Settings checkbox is **unchecked**, it will directly generate the report.

Here is the generated report with Default Header and Footer. Highlighted is default header and footer and this is shown on every page of your report.

Balance Sheet - June 07, 2019 19:2:4				
As Of 6/7/2019				
			Tuesday, June 11, 2019	
			11:05 AM	
Asset	Current Year	Current Units	Prior Year	Prior Units
Asset	36,833,747	28,888,484	36,794,608	28,888,448
Cash Accounts	-78,874,687	-29,108,321	-78,450,865	-29,108,477
Receivables	28,050,756	3,707,817	24,713,221	3,682,217
Prepaids	1,796,236	1,327,748	1,796,236	1,327,748
Inventories	864,493,971	70,890,728	848,891,802	68,278,685
Other Assets	-1,455,833	-7,327,248	-1,455,236	-7,328,174
Total Assets :	847,781,134	68,478,805	833,271,666	65,986,448
Liability				
Liability	282,395	8	271,782	8
Payables	36,747,641	3,854,987	11,622,728	-415,326
Other Payables	725,581,380	80,003,485	736,008,713	81,305,855
Sales Tax Payables	861,334	0	861,184	0
Payroll Tax Liabilities	516	0	495	0
Pending Payables	485,001	108,163	415,437	191,163
Payroll Taxes Current	199,896	0	197,077	0
Payroll Deductions	41,324	0	40,900	0
Employer Liability	78,087	-8	73,890	-8
Total Liabilities :	764,049,374	84,946,629	749,692,207	81,041,826
Equity				
Owners Equity	-87	0	-87	0
Retained Earnings	83,579,816	-981,892	82,584,844	-8,498,979
Total Equity :	83,579,459	-981,892	82,584,844	-8,498,979
Current Year Earnings :	152,301	-301,824	894,872	-1,878,080
Total Equity :	83,731,760	-1,283,716	83,579,459	-8,074,059
Total Liabilities and Equity :	847,781,134	82,763,413	833,271,666	46,967,767

Page 1 of 1

Follow the steps below on how to use this.

- 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

Margins

Top 50.00 Bottom 50.00

Left 100.00 Right 100.00

Gutter 0.00

Options

☒ Show Default Header & Footer

☐ Include Audit Adjustment

☒ Suppress Zero

- 

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Follow the steps below on how to use this.

1. Create a **New** financial report or **Open** an existing one.

## 2. Check the **Show Default Header & Footer** checkbox.

Report Builder - Balance Sheet - March 26, 2018 16:29:51

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name: Balance Sheet - March 26, 2018 16:29:51 As of Date: 03/26/2018

Row: Balance Sheet - March 26, 2018 16:29:51 Segment Filter: [v]

Column: Balance Sheet - March 26, 2018 16:29:51 Description: Standard Balance Sheet Template

Orientation: Portrait

Header & Footer

☐ Page Header [v] ☐ Report Header: Report Header - 3/7/2018 2:50:56 PM [v]

☐ Page Footer: Page Footer Test [v] ☐ Report Footer: Report Footer - 3/7/2018 2:50:56 PM [v]

Margins

Top: 50.00 Bottom: 50.00

Left: 100.00 Right: 100.00

Gutter: 0.00

Options

☒ Show Default Header & Footer

☐ Include Audit Adjustment

☒ Suppress Zero

☒ Rounding Adjustment

## 3. Click **Generate** toolbar button to [Generate](#) a report.



- If Show Report Settings checkbox is **checked**, Report Settings screen will open and from there you can generate the report. See [How to Show Report Settings screen before report preview](#).
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Balance Sheet - March 26, 2018 16:29:51				
As Of 3/26/2018				
Thursday, May 3, 2018 3:38 PM				
	Current Year	Current Units	Prior Year	Prior Units
Asset				
Asset	645	0	645	0
Cash/Accounts	-90,275	0	-90,275	0
Receivables	195,495	75,451	195,495	75,451
Inventories	374,533	-1,495,859	374,533	-1,495,859
Other Assets	575	-340,555	575	-340,555
<b>Total Assets :</b>	<b>481,974</b>	<b>-1,760,954</b>	<b>481,974</b>	<b>-1,760,954</b>
Liability				
Liability	50	0	50	0
Payables	116,621	-11,551	116,621	-11,551
Other Payables	370,713	-124,224	370,713	-124,224
Sales Tax Payables	45	0	45	0
Pending Payables	68	54,824	68	54,824
Payroll Taxes Current	10,541	0	10,541	0
Payroll Deductions	1,430	0	1,430	0
Employer Liability	3,789	0	3,789	0
<b>Total Liabilities :</b>	<b>503,306</b>	<b>-80,951</b>	<b>503,306</b>	<b>-80,951</b>
Equity				
Retained Earnings	79,903,415	-14,581,302	79,903,415	-14,581,302
<b>Total Equity :</b>	<b>79,903,415</b>	<b>-14,581,302</b>	<b>79,903,415</b>	<b>-14,581,302</b>
Current Year Earning :	-21,332	-1,602,540	-21,332	-1,602,540
<b>Total Equity :</b>	<b>79,882,083</b>	<b>-16,183,842</b>	<b>79,882,083</b>	<b>-16,183,842</b>
<b>Total Liabilities and Equity :</b>	<b>80,385,389</b>	<b>-16,264,793</b>	<b>80,385,389</b>	<b>-16,264,793</b>

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Follow the steps below on how to use this.

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Report Builder - Income Statement A

New Save Search Delete Undo Generate Close

Details

Report Name: Income Statement A Description: Income Statement Summary

Row: Income Statement A row

Column: Current and Previous column Orientation: Portrait

Header & Footer

☐ Page Header Page Header - Cur and Prev ☐ Report Header Co Header

☐ Page Footer Page ☐ Report Footer Co Footer

Margins

Top: 5.00 Bottom: 5.00

Left: 5.00 Right: 5.00

Gutter: 0.00

Options

☒ Show Default Header & Footer

☒ Show Report Settings

Page 1 of 1

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i21 Test Company Income Statement A As Of 12/31/2015 11:59:59 PM				
Wednesday, February 17, 2016 5:52 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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The screenshot shows the 'Report Builder' window. In the 'Header & Footer' section, there are checkboxes for 'Page Header', 'Page Footer', 'Report Header', and 'Report Footer', each with a corresponding text field. In the 'Options' section, the 'Show Default Header & Footer' checkbox is checked and highlighted with a red box. Other options include 'Show Report Settings'.

3. Click **Generate** toolbar button to [Generate](#) a report.



If Show Report Settings checkbox is **checked**, Report Settings screen will open and from there you can generate the report. See [How to Show Report Settings screen before report preview](#).  
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Income Statement			
As Of 4/14/2015		Tuesday, April 14, 2015 5:29 PM	
		2014	2015
R1	40000 - Sales	1,000.00	4,400.00
R2	50000 - Cost of Goods Sold	150.00	1,200.00
R7	Gross Margin	850.00	3,200.00
R9	Gross Margin Rate	85.00%	72.73%
R4	60000 - Other Expenses	50.00	980.25
R6	70000 - Other Revenues	0.00	200.00
R11	Net Income	800.00	2,419.75

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