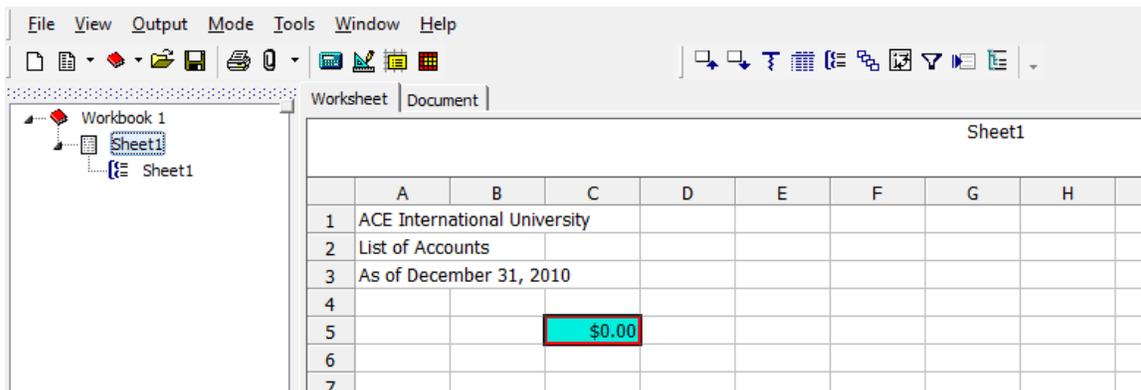


Q&A EXECUTIVE TRAINING

KEEPING A HEADING ON EVERY PAGE OF AN EXPAND

Unless certain settings are defined, the heading on a report will not be repeated on every page, as the following screenshots illustrate.

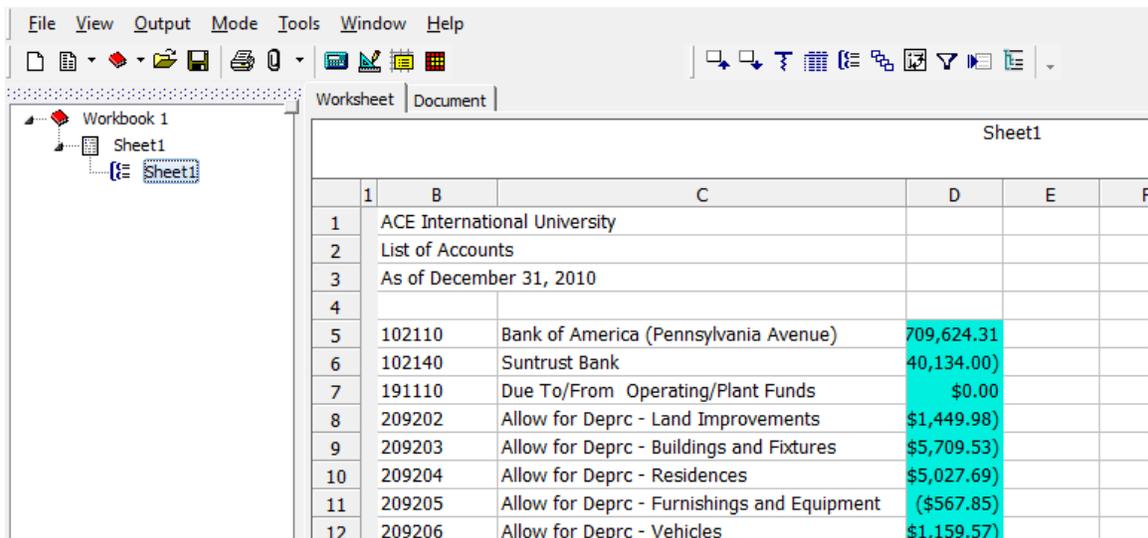
This little report results in a total of account balances.



The screenshot shows a software interface with a menu bar (File, View, Output, Mode, Tools, Window, Help) and a toolbar. The main window displays a worksheet titled 'Sheet1' with the following data:

	A	B	C	D	E	F	G	H
1	ACE International University							
2	List of Accounts							
3	As of December 31, 2010							
4								
5			\$0.00					
6								
7								

An Expand  by Account Code and Description gives the following results:



The screenshot shows the same software interface as the previous screenshot, but with the report expanded. The main window displays a worksheet titled 'Sheet1' with the following data:

	B	C	D	E	F
1	ACE International University				
2	List of Accounts				
3	As of December 31, 2010				
4					
5	102110	Bank of America (Pennsylvania Avenue)	709,624.31		
6	102140	Suntrust Bank	40,134.00		
7	191110	Due To/From Operating/Plant Funds	\$0.00		
8	209202	Allow for Deprc - Land Improvements	\$1,449.98		
9	209203	Allow for Deprc - Buildings and Fixtures	\$5,709.53		
10	209204	Allow for Deprc - Residences	\$5,027.69		
11	209205	Allow for Deprc - Furnishings and Equipment	(\$567.85)		
12	209206	Allow for Deprc - Vehicles	\$1,159.57		

Looking at this report in Print Preview reveals there are 6 pages to the report. The heading will print on the first page of the report.

infor Preview

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Contents

- Workbook 1
 - Sheet1
 - Sheet1

Sheet1

ACE International University		
List of Accounts		
As of December 31, 2010		
102110	Bank of America (Pennsylvania Avenue)	709,624.31
102140	Suntrust Bank	40,134.00
191110	Due To/From Operating/Plant Funds	\$0.00
209202	Allow for Deprc - Land Improvements	\$1,449.98
209203	Allow for Deprc - Buildings and Fixtures	\$5,709.53
209204	Allow for Deprc - Residences	\$5,027.69
209205	Allow for Deprc - Furnishings and Equipment	(\$567.85)
209206	Allow for Deprc - Vehicles	\$1,159.57
361COMBI01	TF Combined Offerings	22,327.60
361TITHE01	TF Tithes	76,060.32
611110	Tithe from Local Churches	43,288.00
612110	Tithe from Employees	24,841.10
617110	Tithe of Tithes to Columbia Union	\$76,060.32
617120	Tithe % of Direct Tithe to Columbia Union	108,657.60
619110	Tithe/Nontithe Exchange	\$0.00
634110	Combined Offerings	70,546.00
634111	Combined Offerings % to Higher Organizations	222,327.60

However, it will be missing from all subsequent pages.

infor Preview

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Contents

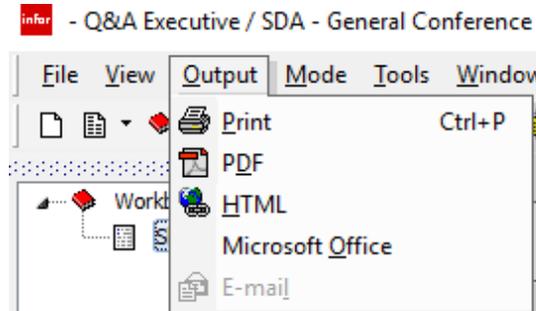
- Workbook 1
 - Sheet1
 - Sheet1

Sheet1

902510	Equipment Maintenance & Repairs	\$1,685.00
903202	Deprec Exp - Land Improvements	\$1,449.98
903203	Deprec Exp - Buildings and Fixtures	\$5,709.53
903204	Deprec Exp - Residences	\$5,027.69
903205	Deprec Exp - Furnishings and Equipment	\$567.85
903206	Deprec Exp - Vehicles	\$1,159.57
907110	Power and Light	\$1,220.00
907210	Water & Sewerage Expense	\$920.00
992110	Transfer Between Resources	\$0.00
997110	Transfers between Funds	\$0.00
ANB111	Columbia Union Conference	\$0.00
CBESTB01	Best Buy	\$113.00
CHOMED01	Home Depot	\$0.00
COEST01	Office Depot	\$0.00

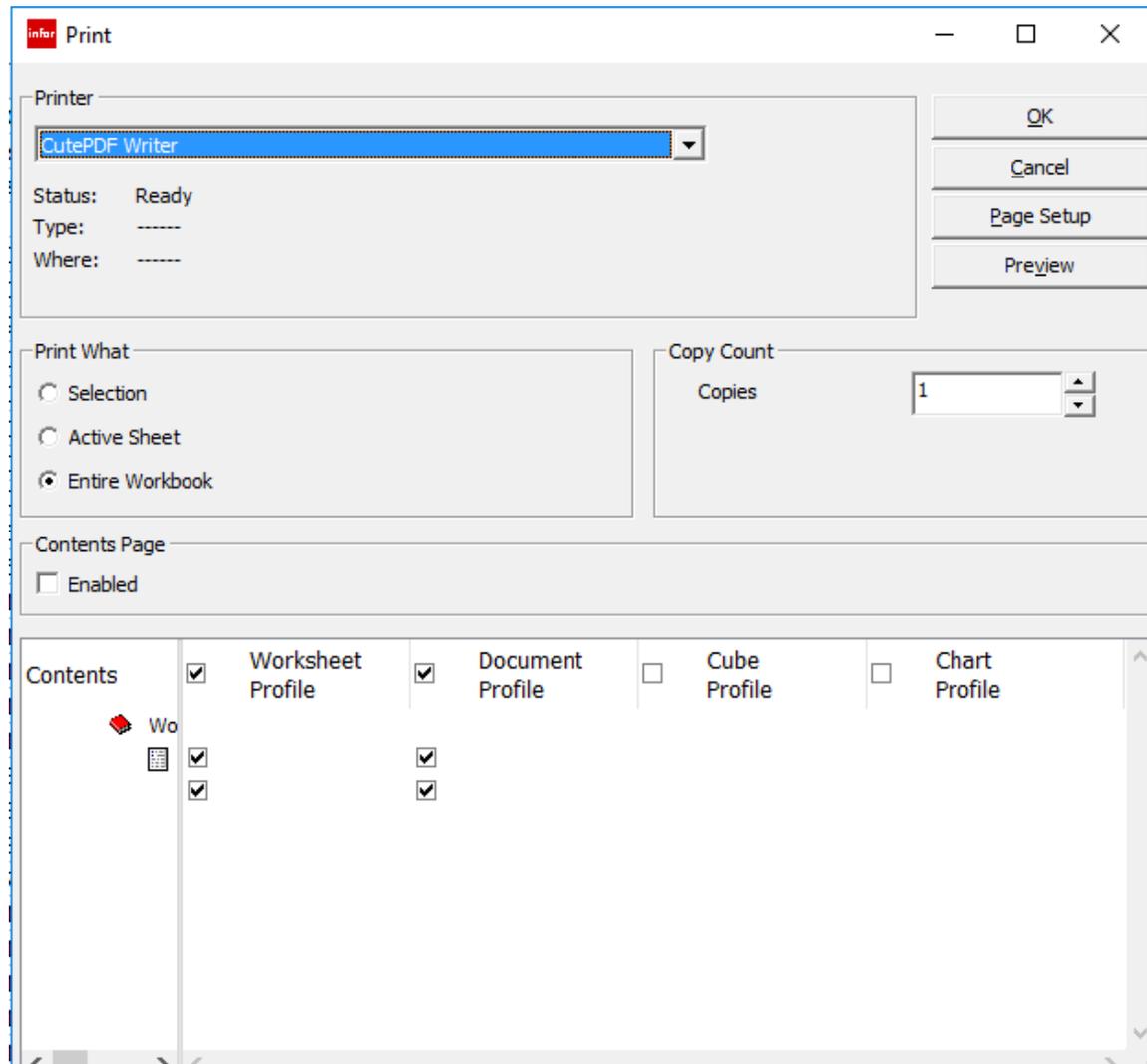
That raises the question of how to ensure the report heading is printed on every page of the report?

In the Expand mode, open the Output menu.

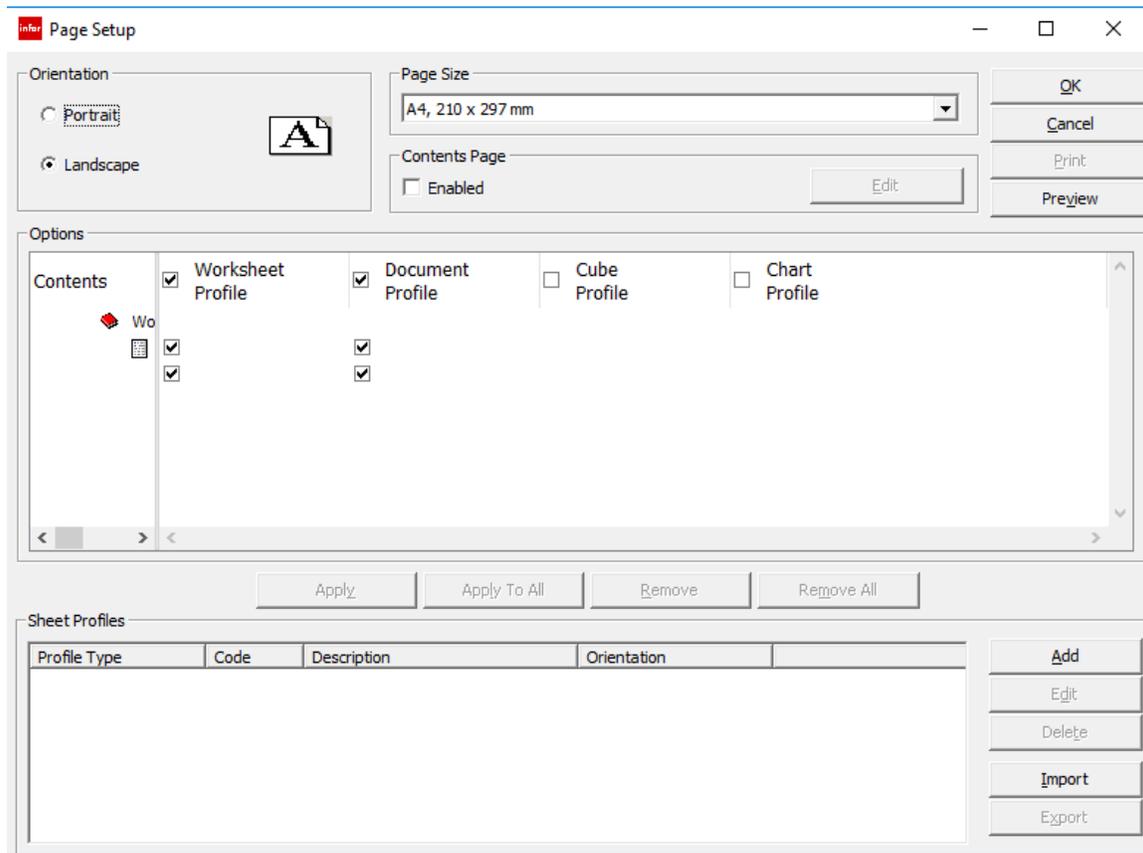


Select Print.

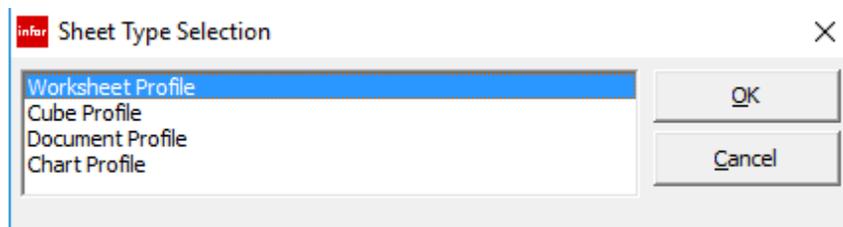
The default settings for Printing are shown in the following screenshot:



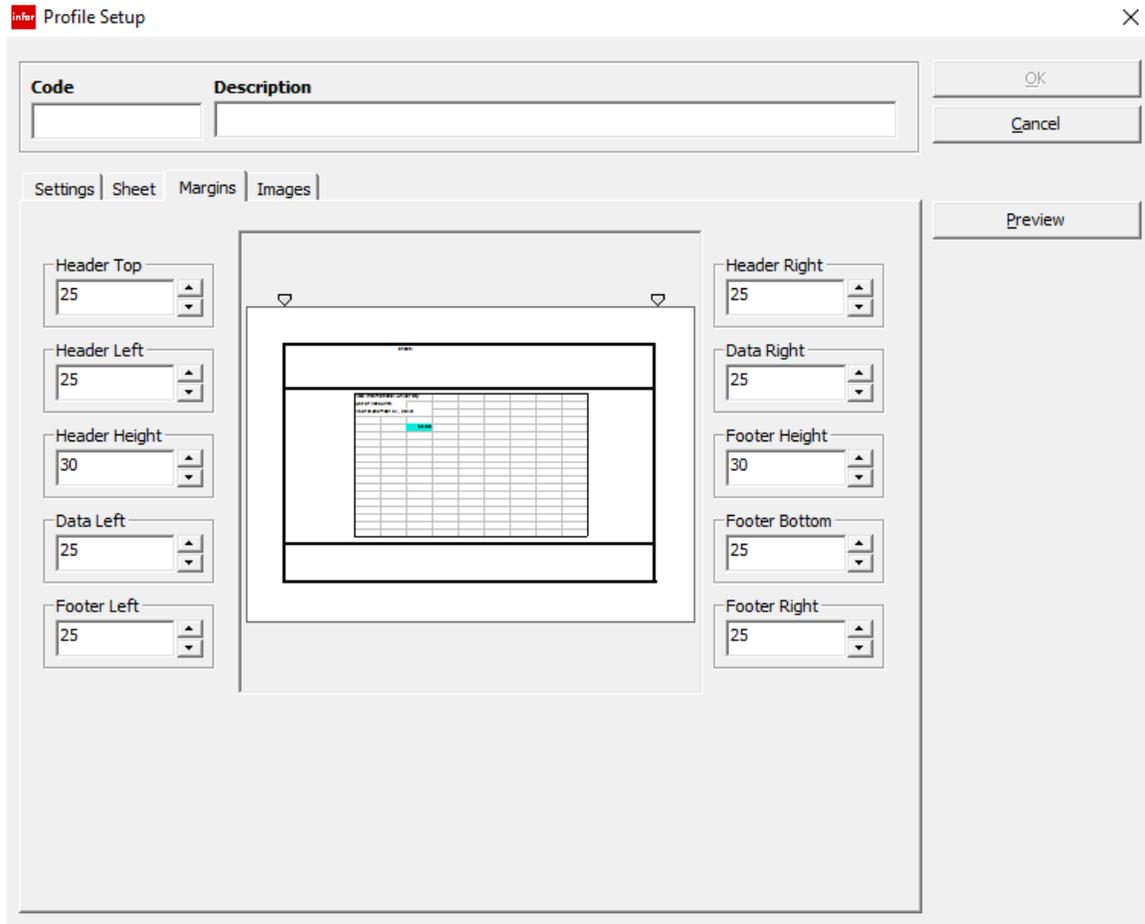
To modify the settings, click the **Page Setup** button.



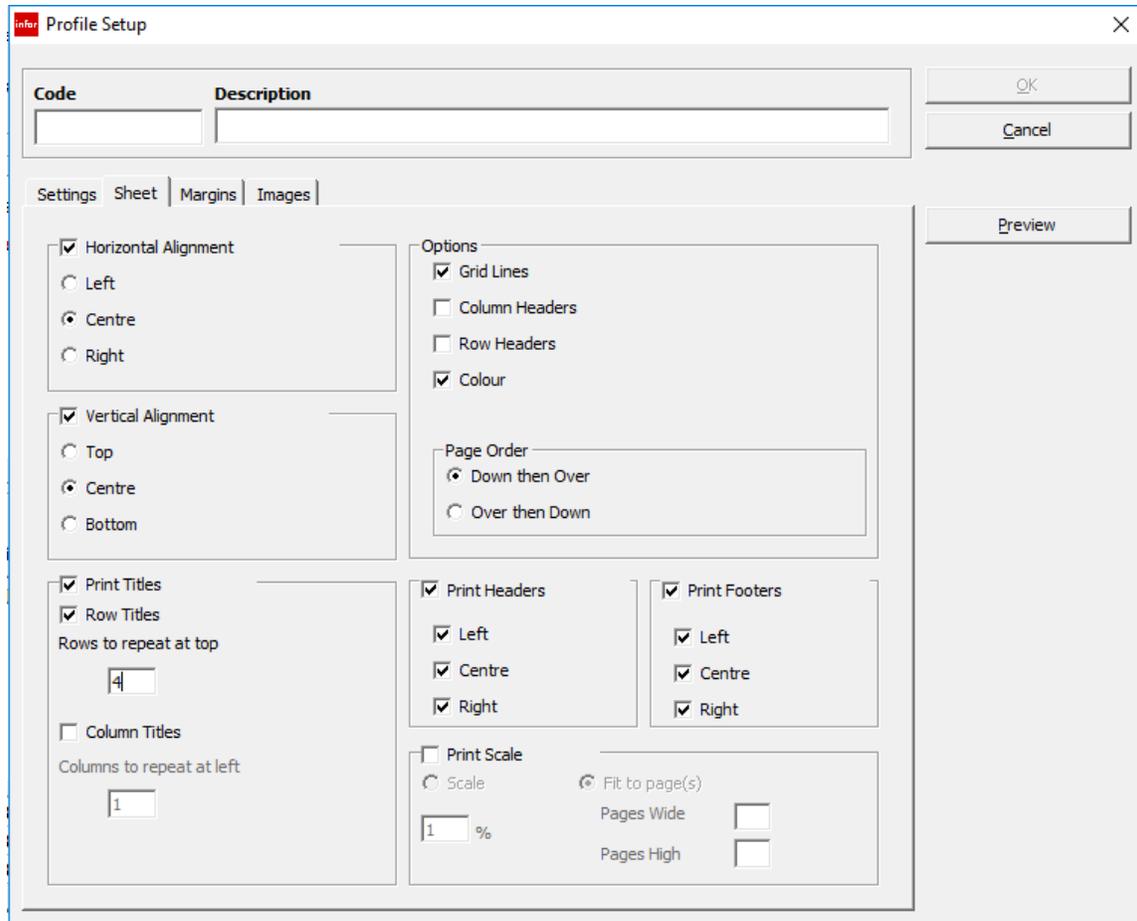
Click the **Add** button in the lower part of the interface.



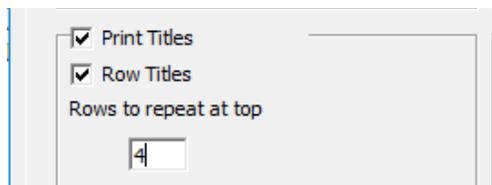
Select Worksheet Profile.



Open the Sheet tab.



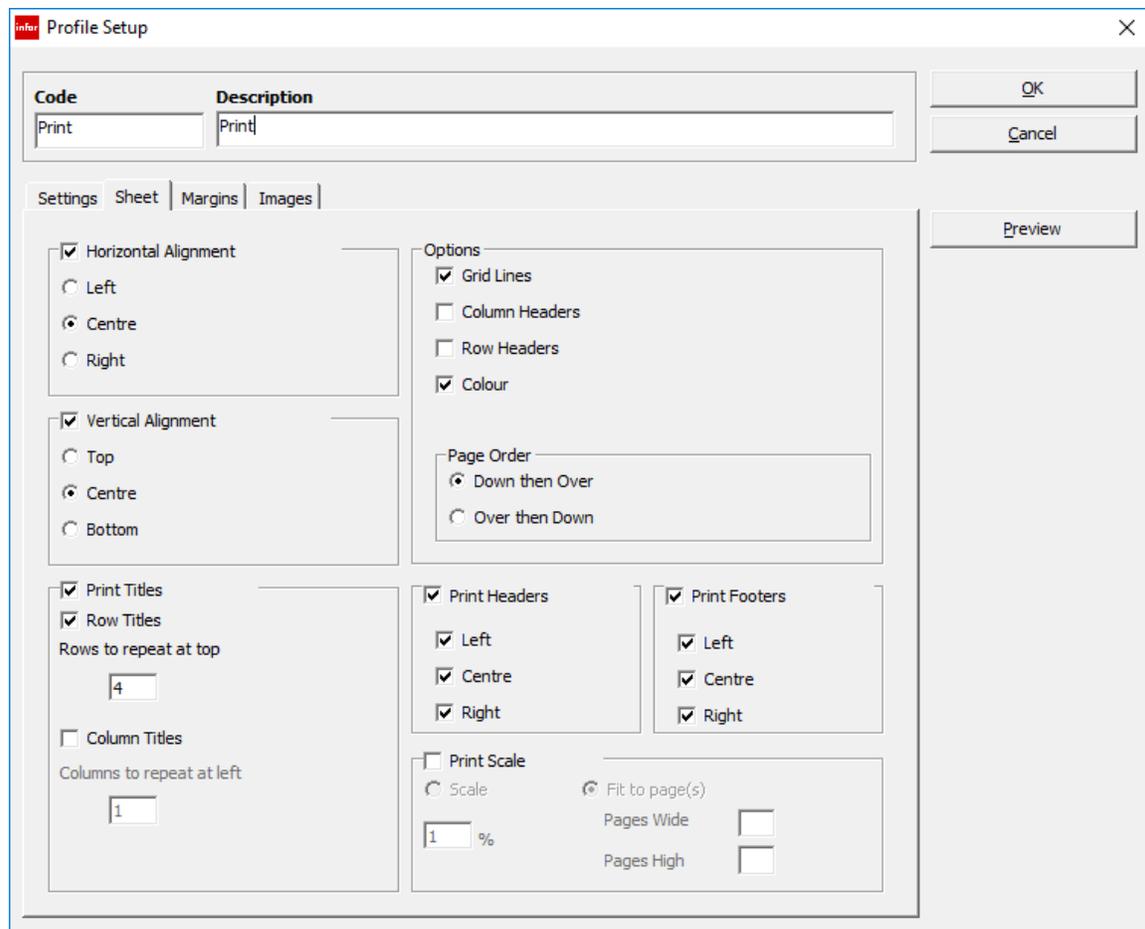
Check the Print Titles and Row Titles checkboxes.



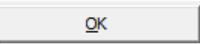
Also, we need to enter the number of rows we want in our heading in Rows to Repeat at Top. We want to enter 4 for the title I am demonstrating.

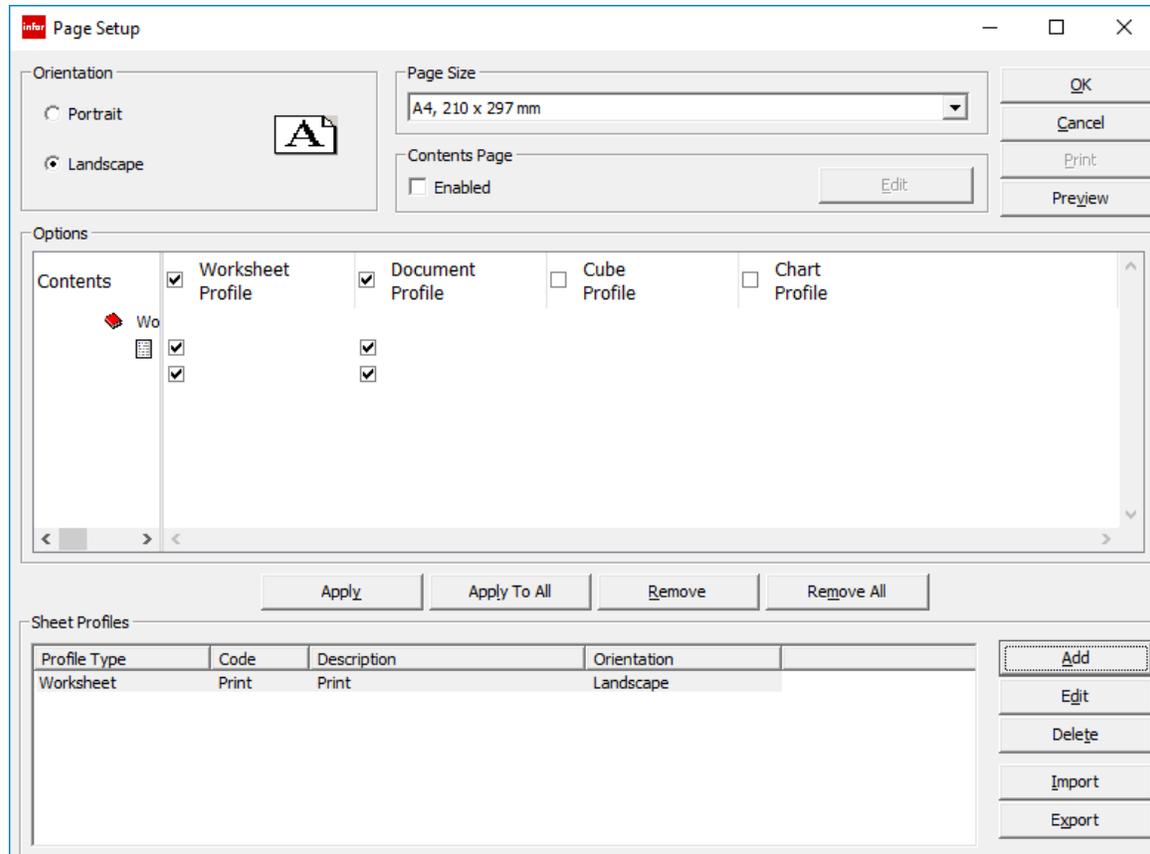
Column Titles can also be set as well. This is exactly the same as Excel functionality.

Before the Profile can be saved, it must be named. The Code can be anything.



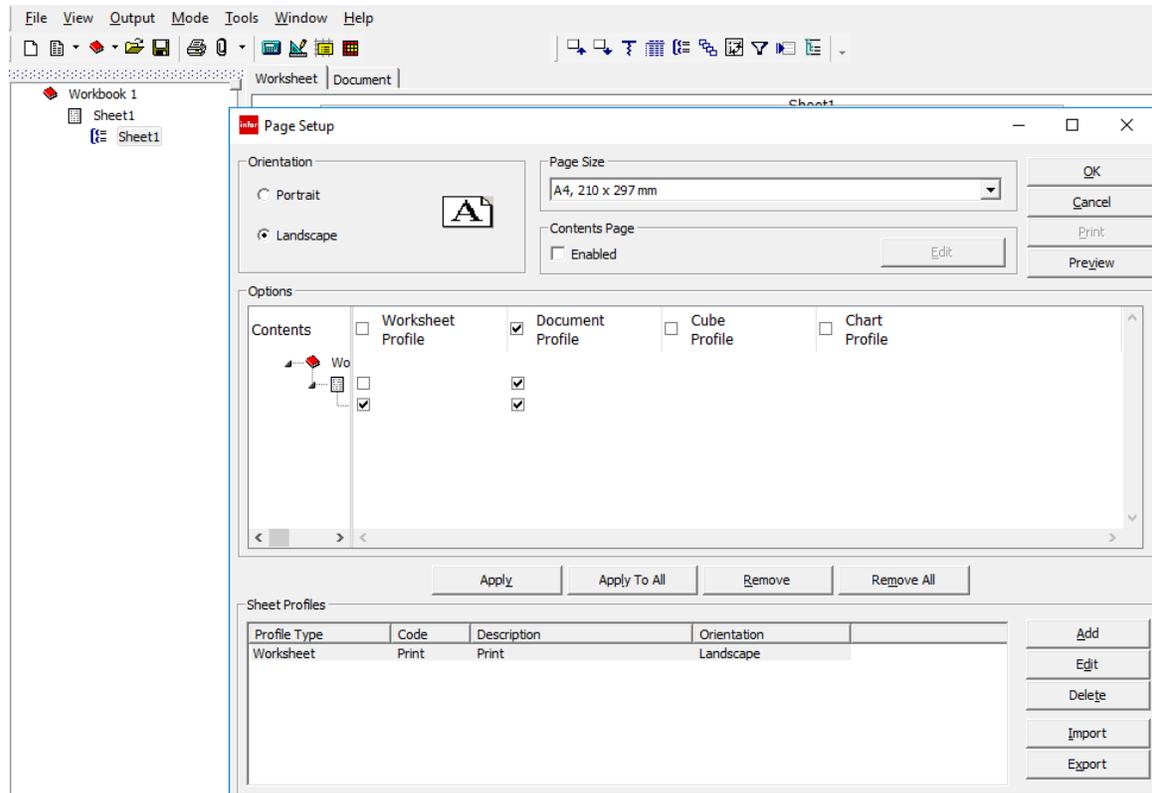
Before the Profile can be used, it must be applied to the spreadsheet.

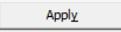
Click  to save the Profile Setup settings.

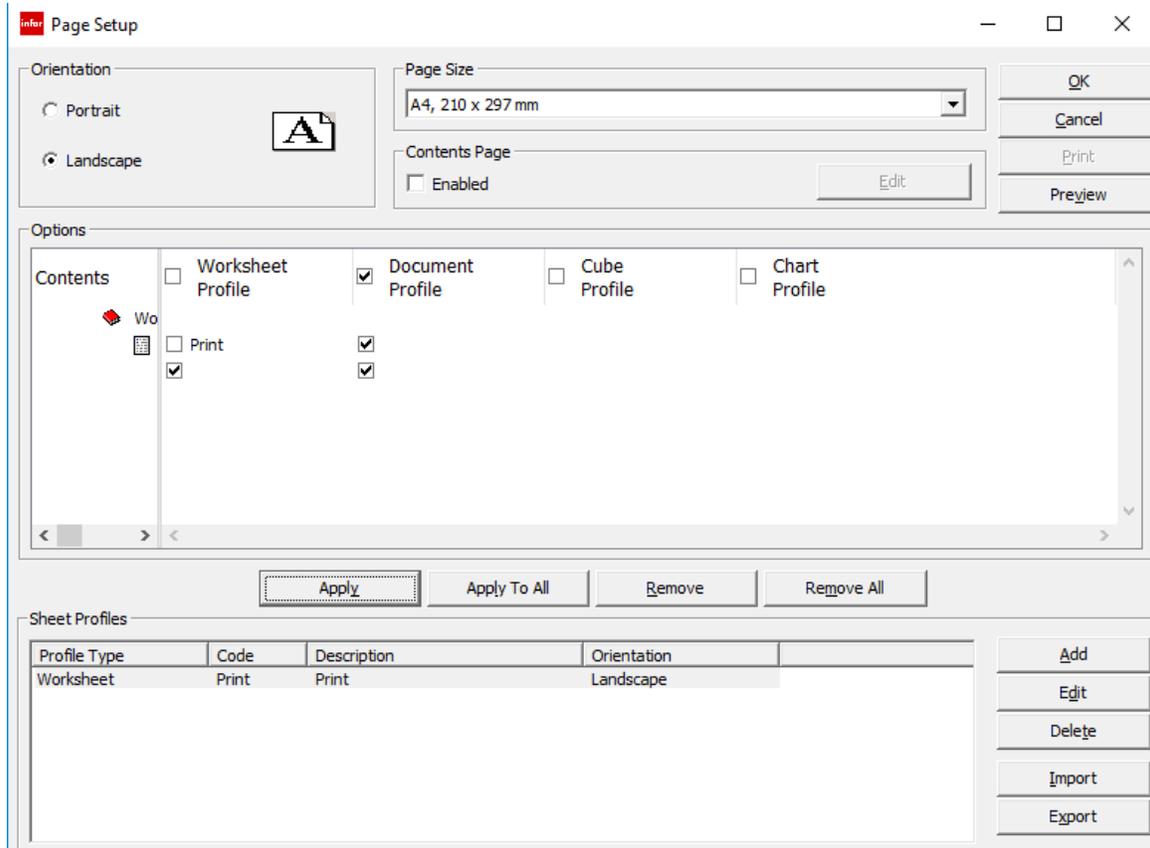


Notice the new Profile is listed in the pane across the bottom of the interface.

Uncheck the first checkbox under Worksheet Profile. This programs the system not to print Sheet 1, but to print the Expand (the second Sheet1 in the Directory tree).

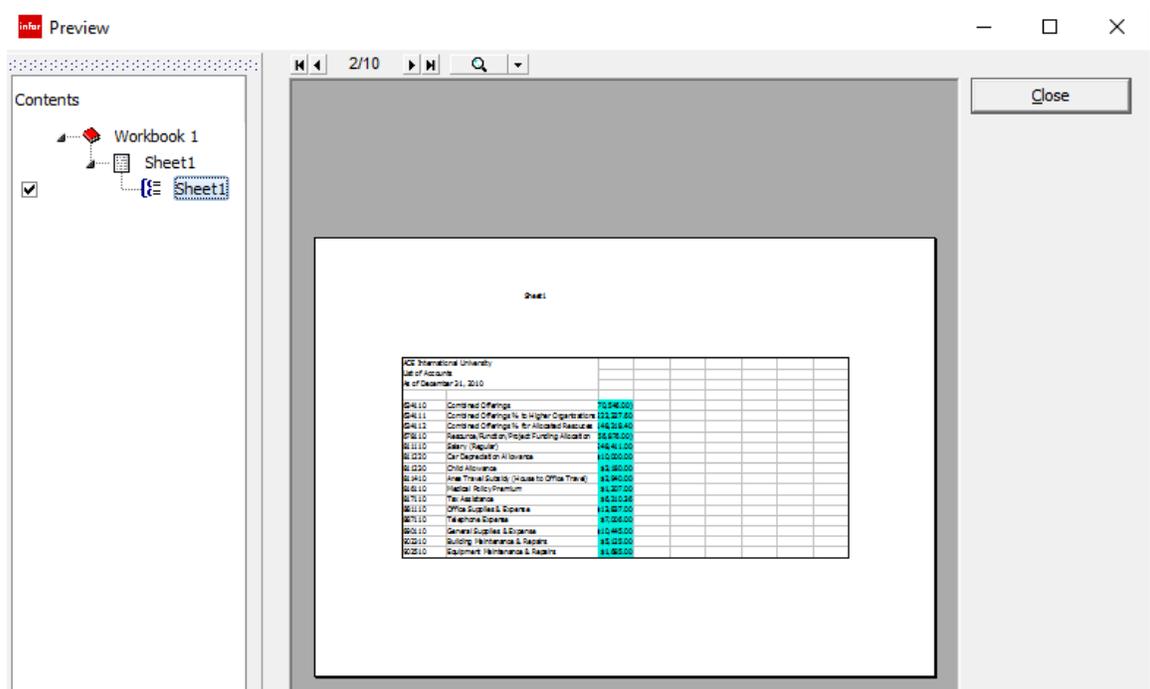


Once the sheets to be printed are checked, click the  button located between the panes.



For a Preview, click the  button.

There will be 10 pages if this report is printed.



The heading is displayed on every page.

