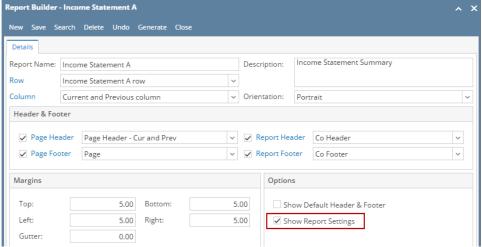
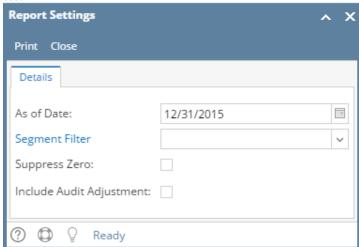
How to Show Report Settings screen before report preview

Follow the steps below on how to show Report Settings screen when generating report.

- 1. Create a New financial report or Open an existing one.
- 2. Check the Show Report Settings checkbox.



3. Click **Generate** in the Report Builder screen. Report Settings screen will open. See Report Settings to discuss how each field and option is to be used.

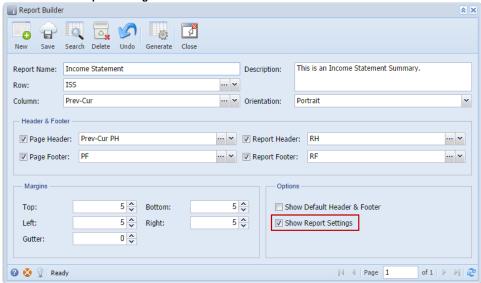


4. Click Print to generate the report.

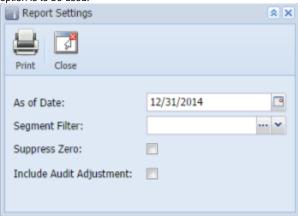
Follow the steps below on how to show Report Settings screen when generating report.

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

2. Check the Show Report Settings checkbox.



3. Click **Generate toolbar button** in the Report Builder screen. Report Settings screen will open. See Report Settings to discuss how each field and option is to be used.



4. Click **Print toolbar button** to generate the report.

