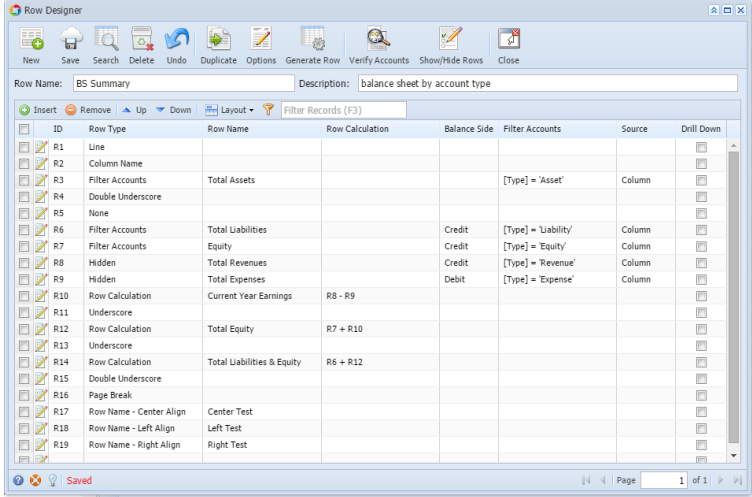# Financial Reports Usability

Description	How To		
1. Create Row Designer	Go to Financial Reports > Row Designer		
	Enter Row Name and Description. Add and configure rows for your financial report. Click save. 		
2. Create Column Designer	Go to Financial Reports > Column Designer		
	Enter Column Name and Description Add and configure columns for your financial report. Click Save		
3. Use Default Header or Footer or Create custom Header and Footer	For Custom Header and Footer: Go to Financial Reports > Report Header and Footer Add and configure header and footer for your financial reports Click Save.		
	For Default Header and Footer: Move to #4		
4. Build report in the Report Builder	Go to Financial Reports > Financial Report Builder		
	Enter Report Name and Description.		
	Build your report component: Select the Row Designer for your report. Select the Column Designer for your report. Select default or custom report header and footer. • If you like to use the default header and footer, check the Show Default Header & Footer option • If you like to use custom header and footer, in the Header & Footer section of the Report Builder, select headers and footers and check the checkbox before it		
	In the Options section, check the Show Report Settings if you want the Report Settings screen be shown prior to previewing/printing the report. This will give you more Filter options.		
5. Print Report	There are many ways to print the report. You may select anyone of these options.		

	• From Report Builder screen > Report Settings screen
	  ○ Go to Financial Reports > Financial Report Builder
	  ○ In the Options section, check the Show Report Settings
	  ○ Click Generate toolbar button.
	  ○ Report Settings screen opens
	  ○ Click Print toolbar button		

	• From Report Builder screen
	  ○ Go to Financial Reports > Financial Report Builder
	  ○ In the Options section, uncheck the Show Report Settings
	  ○ Click Generate toolbar button.		

	• From Financial Report Viewer, click Print toolbar button
	  ○ Go to Financial Reports > Financial Report Viewer
	  ○ Select single or group report and click Print toolbar button to print report/s		

6. Print Multiple reports at the same time	Go to Financial Reports > Financial Report Group		
	Enter Group Name and Description		
	In the grid, add reports you want to be part of this Report Group		
	Click Generate toolbar button and it will print all the reports under this group		