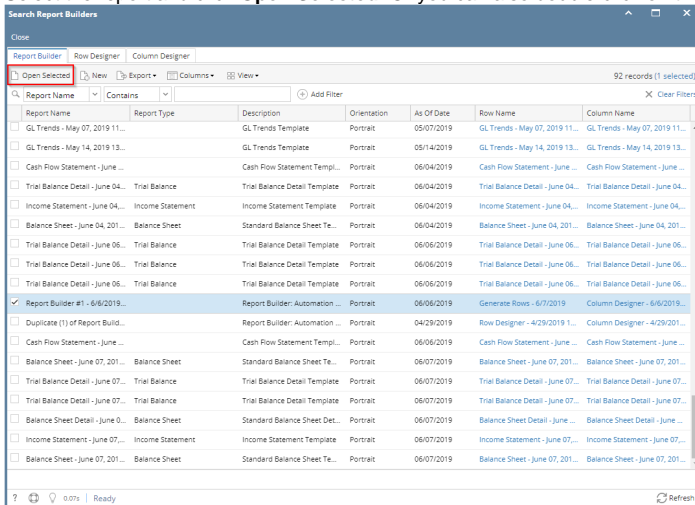


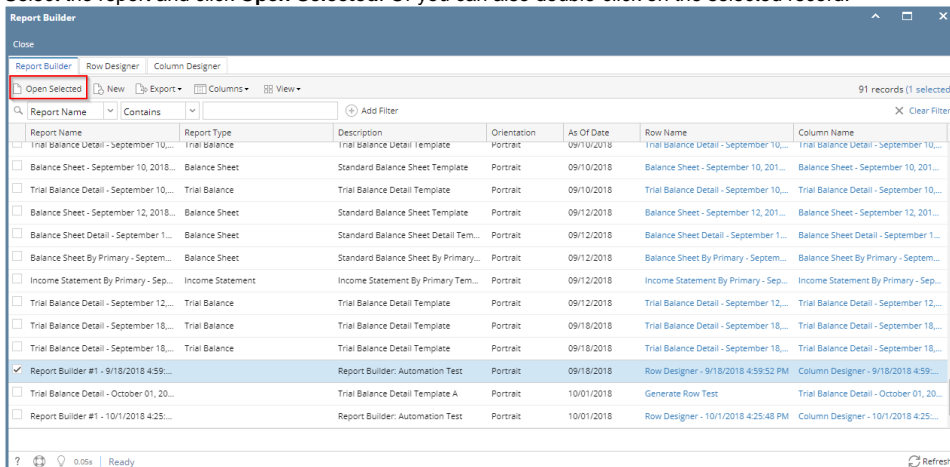
How to Search and Open financial report

1. From Financial Reports module > click on **Financial Report Builder** menu.
2. The **Report Builder search** will be opened. See [Search](#) to guide you on how to use the Search screen.
3. Select the report and click **Open Selected**. Or you can also double-click on the selected record.



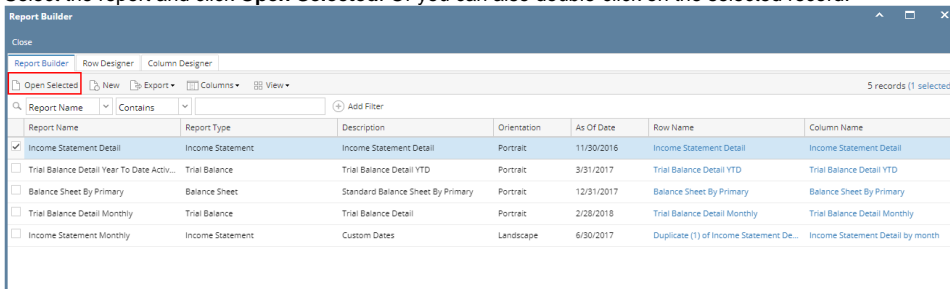
4. The **Report Builder** screen will be opened showing the selected record/s.

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4. The **Report Builder** screen will be opened showing the selected record/s.
1. From Financial Reports module > Maintenance folder > double-click on **Financial Report Builder** menu.
 2. The **Search Report Builder** screen will open. See [Search](#) to guide you on how to use the Search screen.
1. From General Ledger module > Financial Reports folder > Financial Report Designer folder > double-click **Financial Report Builder**.
 2. The **Search Report Builder** screen will open. See [Search](#) to guide you on how to use the Search screen.