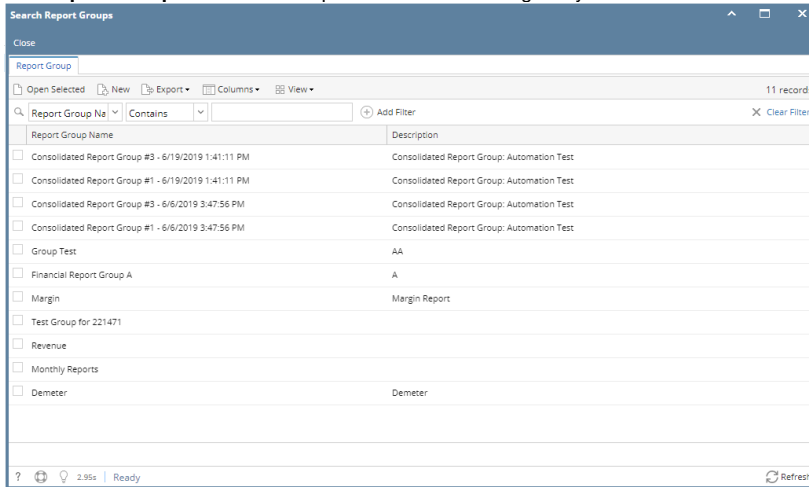
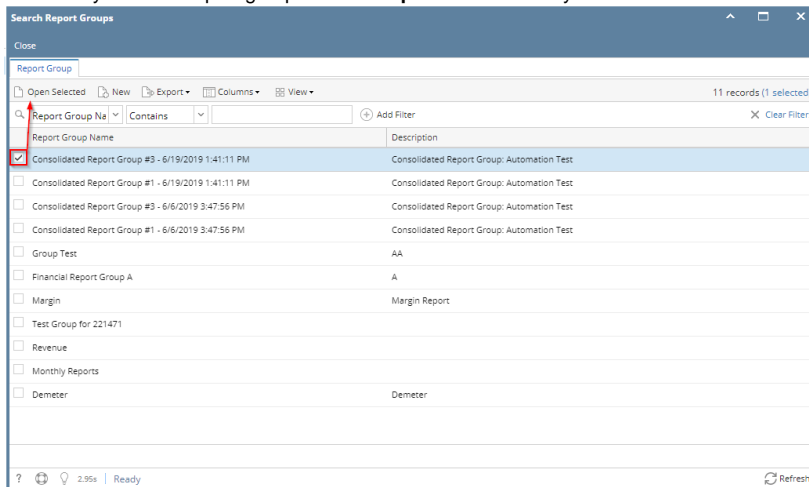


# How to Search and Open financial report group record

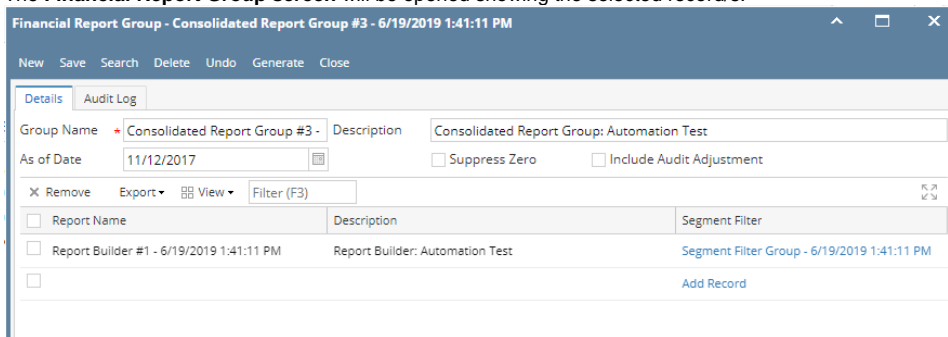
1. From Financial Reports module > click on **Financial Report Group** menu.
2. The **Report Group search** will be opened. See [Search](#) to guide you on how to use the Search screen.



3. Select any financial report group and click **Open Selected**. Or you can also double-click on the selected record.



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



1. From Financial Reports module > click on **Financial Report Group** menu.

2. The **Report Group search** will be opened. See [Search](#) to guide you on how to use the Search screen.

The screenshot shows the 'Report Group' search window. At the top, there's a 'Close' button and a 'Report Group' tab. Below the tab, there are buttons for 'Open Selected', 'New', 'Export', 'Columns', and 'View'. A search bar contains 'Report Group Na' and a 'Contains' dropdown. To the right, it says '15 records' and 'Clear Filters'. The main area is a table with columns 'Report Group Name' and 'Description'. The first row is 'Consolidated Test' with description 'Desc Test'. The second row is 'Consolidated Report Group #3 - 5/15/2018 2:44:26 PM' with description 'Consolidated Report Group: Automation Test'. The third row is 'Consolidated Report Group #1 - 5/15/2018 2:44:26 PM' with description 'Consolidated Report Group: Automation Test'. The fourth row is 'Consolidated Report Group #1 - 5/2/2018 10:35:57 AM' with description 'Consolidated Report Group: Automation Test'. The fifth row is 'Consolidated Report Group #3 - 4/24/2018 5:50:52 PM' with description 'Consolidated Report Group: Automation Test'. The sixth row is 'Consolidated Report Group #1 - 4/24/2018 5:50:52 PM' with description 'Consolidated Report Group: Automation Test'. The seventh row is '4548'. The eighth row is 'Consolidated Report Group #1 - 4/17/2018 4:25:47 PM' with description 'Consolidated Report Group: Automation Test'. The ninth row is 'Consolidated Report Group #3 - 3/26/2018 4:29:25 PM' with description 'Consolidated Report Group: Automation Test'. The tenth row is 'Consolidated Report Group #1 - 3/26/2018 4:29:25 PM' with description 'Consolidated Report Group: Automation Test'. At the bottom, there's a status bar with 'Ready' and a 'Refresh' button.

3. Select any financial report group and click **Open Selected**. Or you can also double-click on the selected record.

The screenshot shows the 'Report Group' search window with one record selected. The 'Open Selected' button is highlighted with a red box. The selected record is 'Consolidated Report Group #3 - 4/24/2018 5:50:52 PM' with description 'Consolidated Report Group: Automation Test'. The status bar at the bottom shows 'Ready' and a 'Refresh' button.

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

The screenshot shows the 'Financial Report Group - Consolidated Report Group #3 - 4/24/2018 5:50:52 PM' screen. At the top, there's a 'Close' button and a 'Financial Report Group' tab. Below the tab, there are buttons for 'New', 'Save', 'Search', 'Delete', 'Undo', 'Generate', and 'Close'. The main area has a 'Details' tab and an 'Audit Log' tab. The 'Details' tab shows 'Group Name' as 'Consolidated Report Group #3 -' and 'Description' as 'Consolidated Report Group: Automation Test'. Below this, there's a section for 'As of Date' with a date picker and checkboxes for 'Suppress Zero' and 'Include Audit Adjustment'. At the bottom, there's a table with columns 'Report Name', 'Description', and 'Segment Filter'. The first row is 'Report Builder #1 - 4/24/2018 5:50:52 PM' with description 'Report Builder: Automation Test' and segment filter 'Segment Filter Group - 4/24/2018 5:50:52 PM'. The second row is 'Add Record'.

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