

How to Add new financial report group record

1. From Financial Reports module > click on **Financial Report Group** menu.
2. This will open the **Financial Report Group search**.
3. Click on **New**.
4. This will open a blank Financial Report Group screen.
5. Enter **Group Name** and **Description**.
6. In the grid select the report you want to add to this financial report group.
7. Save the record. You can click **Save** or use the shortcut key **Ctrl+S**. In case you miss to save it and you click the **Close** or the **x button** at the top right corner of the screen or use the shortcut key **Alt+X** or **Esc** , i21 will prompt you if you would like to save it before closing the screen.