

# How to Build a Financial Report

When we say build a financial report, we are referring to creating a new financial report and then building its components such as row, column, header and footer.

Follow these steps to build a financial report.

1. From Financial Reports module > click on **Financial Report Builder** menu.
2. The Report Builder search screen will open. Click **New**.
3. This will open a blank Report Builder screen.
4. Enter **Report Name** and **Description**.
5. Select report **Row** and **Column**.
6. Set report Orientation, either Portrait or Landscape.
7. Assign **custom header and footer**, this is discussed more on [How to Add Custom Header and Footer](#) or use **i21 default header and footer**, this is discussed more on [How to Use Default Header & Footer](#).
8. Set whether you want to show or not **show the Report Settings screen** when generating the report. See [How to Show Report Settings screen before report preview](#).

The screenshot shows the 'Report Builder' application window. The title bar reads 'Report Builder - Report Builder #1 - 6/6/2019 3:47:56 PM'. The menu bar includes 'New', 'Save', 'Search', 'Delete', 'Undo', 'Duplicate', 'Generate', and 'Close'. The 'Details' tab is active, showing the following fields: 'Report Name' (Report Builder #1 - 6/6/2019 3:47:56 PM), 'As of Date' (06/06/2019), 'Row' (Generate Rows - 6/7/2019), 'Column' (Column Designer - 6/6/2019 3:47:56 PM), 'Orientation' (Portrait), and 'Description' (Report Builder: Automation Test). Below these are 'Header & Footer' settings with checkboxes for 'Page Header', 'Report Header', 'Page Footer', and 'Report Footer'. At the bottom are 'Margins' (Top: 5.00, Bottom: 5.00, Left: 5.00, Right: 5.00, Gutter: 0.00) and 'Options' (Show Default Header & Footer: checked, Include Audit Adjustment: unchecked, Suppress Zero: checked, Rounding Adjustment: unchecked). The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

9. Click **Save** to save the record. In case you miss to click Save and you click **Close** or the **x button** at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.

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Report Builder - Report Builder #1 - 9/18/2018 4:59:52 PM

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name: Report Builder #1 - 9/18/2018 4:59:52 PM As of Date: 09/18/2018

Row: Row Designer - 9/18/2018 4:59:52 PM Segment Filter

Column: Column Designer - 9/18/2018 4:59:52 PM Description: Report Builder: Automation Test

Orientation: Portrait

Header & Footer

Page Header Page Footer Report Header Report Footer

Margins

Top: 5.00 Bottom: 5.00 Left: 5.00 Right: 5.00 Gutter: 0.00

Options

Show Default Header & Footer Include Audit Adjustment Suppress Zero Rounding Adjustment

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Report Builder - Balance Sheet - March 26, 2018 16:29:51

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name: Balance Sheet - March 26, 2018 16:29:51 As of Date: 03/26/2018

Row: Balance Sheet - March 26, 2018 16:29:51 Segment Filter

Column: Balance Sheet - March 26, 2018 16:29:51 Description: Standard Balance Sheet Template

Orientation: Portrait

Header & Footer

Page Header Page Footer Report Header Report Footer

Margins

Top: 50.00 Bottom: 50.00 Left: 100.00 Right: 100.00 Gutter: 0.00

Options

Show Default Header & Footer Include Audit Adjustment Suppress Zero Rounding Adjustment

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Follow these steps to build a financial report.

- From Financial Reports module > Maintenance folder > double-click on **Financial Report Builder menu**.
- The Search Report Builder screen will open. Click **New toolbar button**.
- This will open a blank Report Builder screen.
- Enter **Report Name** and **Description**.

- Select report **Row** and **Column**.

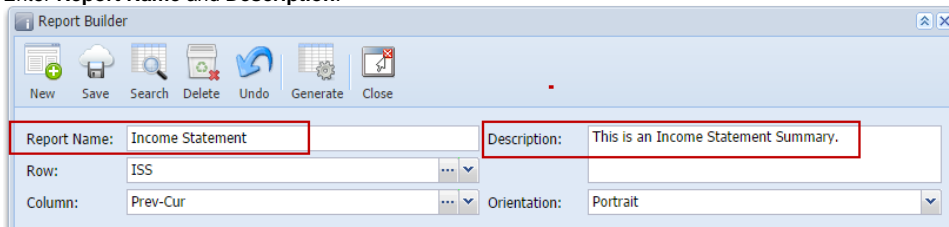
- Set report Orientation, either Portrait or Landscape.

- Assign **custom header and footer**, this is discussed more on [How to add Custom Header and Footer](#) or use **i21 default header and footer**, this is discussed more on [How to Use Default Header & Footer](#).
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Follow these steps to build a financial report.

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. Click **New toolbar button**.
3. This will open a blank Report Builder screen.
4. Enter **Report Name** and **Description**.



Report Builder

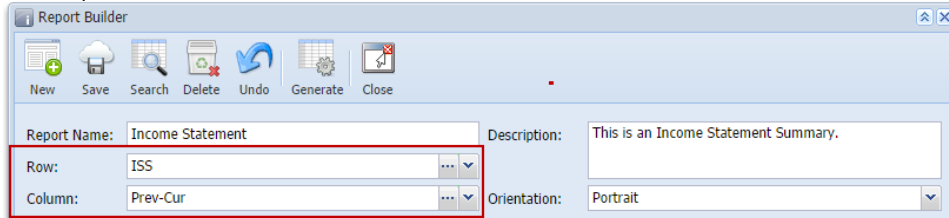
New Save Search Delete Undo Generate Close

Report Name: Income Statement Description: This is an Income Statement Summary.

Row: ISS

Column: Prev-Cur Orientation: Portrait

5. Select report **Row** and **Column**.



Report Builder

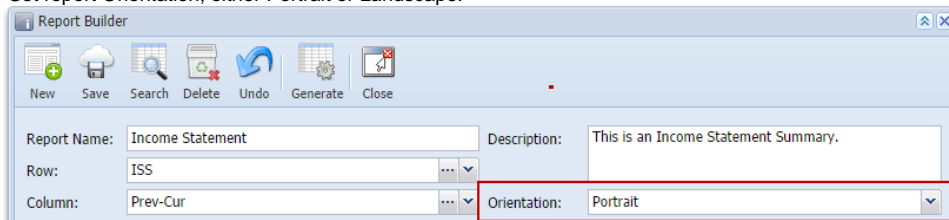
New Save Search Delete Undo Generate Close

Report Name: Income Statement Description: This is an Income Statement Summary.

Row: ISS

Column: Prev-Cur Orientation: Portrait

6. Set report Orientation, either Portrait or Landscape.



Report Builder

New Save Search Delete Undo Generate Close

Report Name: Income Statement Description: This is an Income Statement Summary.

Row: ISS

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