

# How to Show Report Settings screen before report preview

Follow the steps below on how to show Report Settings screen when generating report.

1. Create a [New](#) financial report or [Open](#) an existing one.
2. Check the **Show Report Settings** checkbox.

Report Builder - Income Statement A

New Save Search Delete Undo Generate Close

**Details**

Report Name: Income Statement A Description: Income Statement Summary

Row: Income Statement A row

Column: Current and Previous column Orientation: Portrait

**Header & Footer**

☒ Page Header Page Header - Cur and Prev ☒ Report Header Co Header

☒ Page Footer Page ☒ Report Footer Co Footer

**Margins**

Top: 5.00 Bottom: 5.00

Left: 5.00 Right: 5.00

Gutter: 0.00

**Options**

☐ Show Default Header & Footer

☒ Show Report Settings

3. Click **Generate** in the Report Builder screen. Report Settings screen will open. See [Report Settings](#) to discuss how each field and option is to be used.

Report Settings

Print Close

**Details**

As of Date: 12/31/2015

Segment Filter

Suppress Zero: ☐

Include Audit Adjustment: ☐

? ? ? Ready

4. Click **Print** to generate the report.

Follow the steps below on how to show Report Settings screen when generating report.

1. Create a [New](#) financial report or [Open](#) an existing one.

2. Check the **Show Report Settings** checkbox.

The screenshot shows the 'Report Builder' window. At the top is a toolbar with icons for New, Save, Search, Delete, Undo, Generate, and Close. Below the toolbar, the 'Report Name' is 'Income Statement' and the 'Description' is 'This is an Income Statement Summary.' The 'Row' is 'ISS' and the 'Column' is 'Prev-Cur'. The 'Orientation' is 'Portrait'. Under the 'Header & Footer' section, 'Page Header' is 'Prev-Cur PH', 'Page Footer' is 'PF', 'Report Header' is 'RH', and 'Report Footer' is 'RF'. The 'Margins' section shows Top: 5, Bottom: 5, Left: 5, Right: 5, and Gutter: 0. The 'Options' section has two checkboxes: 'Show Default Header & Footer' (unchecked) and 'Show Report Settings' (checked and highlighted with a red box). The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

3. Click **Generate** toolbar button in the Report Builder screen. Report Settings screen will open. See [Report Settings](#) to discuss how each field and option is to be used.

The screenshot shows the 'Report Settings' window. It has a toolbar with 'Print' and 'Close' buttons. The 'As of Date' is '12/31/2014'. The 'Segment Filter' is empty. The 'Suppress Zero' checkbox is unchecked. The 'Include Audit Adjustment' checkbox is unchecked.

4. Click **Print** toolbar button to generate the report.

This screenshot is identical to the previous one, but the 'Print' button in the toolbar is highlighted with a red box.