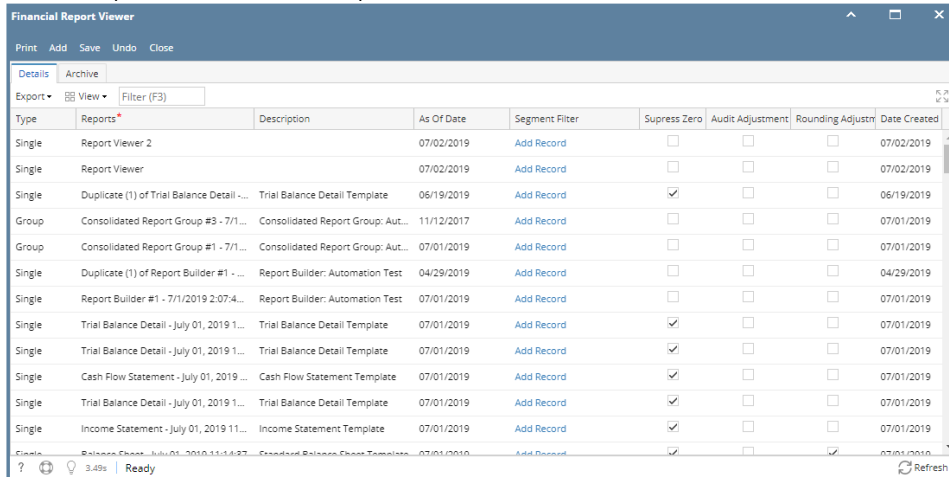


How to Open Financial Report Viewer screen

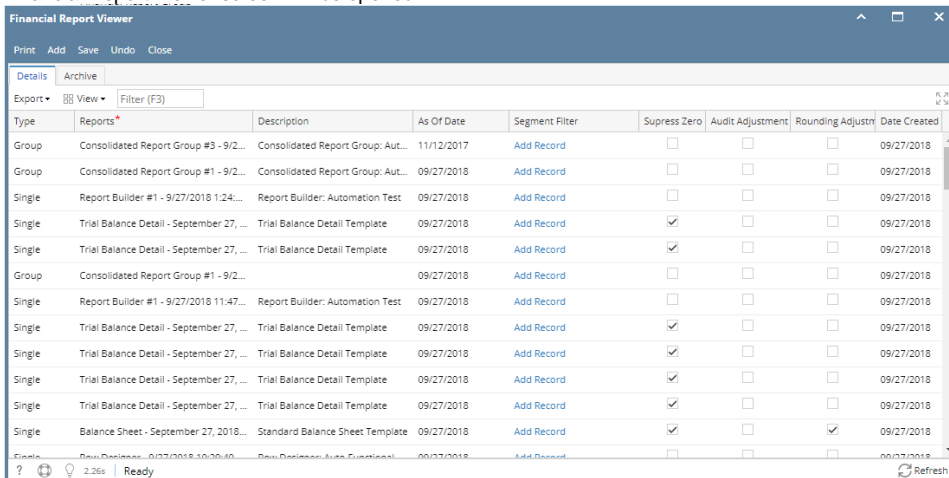
1. From Financial Reports module > click on **Financial Report Viewer** menu.
2. Financial Report Viewer screen will be opened.



The screenshot shows the 'Financial Report Viewer' window. It has a menu bar with 'Print', 'Add', 'Save', 'Undo', and 'Close'. Below the menu bar are tabs for 'Details' and 'Archive'. There is an 'Export' button, a 'View' dropdown, and a 'Filter (F3)' input field. The main area is a table with the following columns: Type, Reports, Description, As Of Date, Segment Filter, Suppress Zero, Audit Adjustment, Rounding Adjustment, and Date Created. The table contains 14 rows of data, including reports like 'Report Viewer 2', 'Trial Balance Detail - July 01, 2019', and 'Income Statement - July 01, 2019'. At the bottom, there is a status bar with a question mark icon, a 'Ready' status, and a 'Refresh' button.

Type	Reports	Description	As Of Date	Segment Filter	Suppress Zero	Audit Adjustment	Rounding Adjustment	Date Created
Single	Report Viewer 2		07/02/2019	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/02/2019
Single	Report Viewer		07/02/2019	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/02/2019
Single	Duplicate (1) of Trial Balance Detail - ...	Trial Balance Detail Template	06/19/2019	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/19/2019
Group	Consolidated Report Group #3 - 7/1...	Consolidated Report Group: Aut...	11/12/2017	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2019
Group	Consolidated Report Group #1 - 7/1...	Consolidated Report Group: Aut...	07/01/2019	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2019
Single	Duplicate (1) of Report Builder: #1 - ...	Report Builder: Automation Test	04/29/2019	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/29/2019
Single	Report Builder: #1 - 7/1/2019 2:07:4...	Report Builder: Automation Test	07/01/2019	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2019
Single	Trial Balance Detail - July 01, 2019 1...	Trial Balance Detail Template	07/01/2019	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2019
Single	Trial Balance Detail - July 01, 2019 1...	Trial Balance Detail Template	07/01/2019	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2019
Single	Cash Flow Statement - July 01, 2019 ...	Cash Flow Statement Template	07/01/2019	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2019
Single	Trial Balance Detail - July 01, 2019 1...	Trial Balance Detail Template	07/01/2019	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2019
Single	Income Statement - July 01, 2019 11...	Income Statement Template	07/01/2019	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2019
Single	Balance Sheet - July 01, 2019 11:4:27...	Standard Balance Sheet Template	07/01/2019	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/01/2019

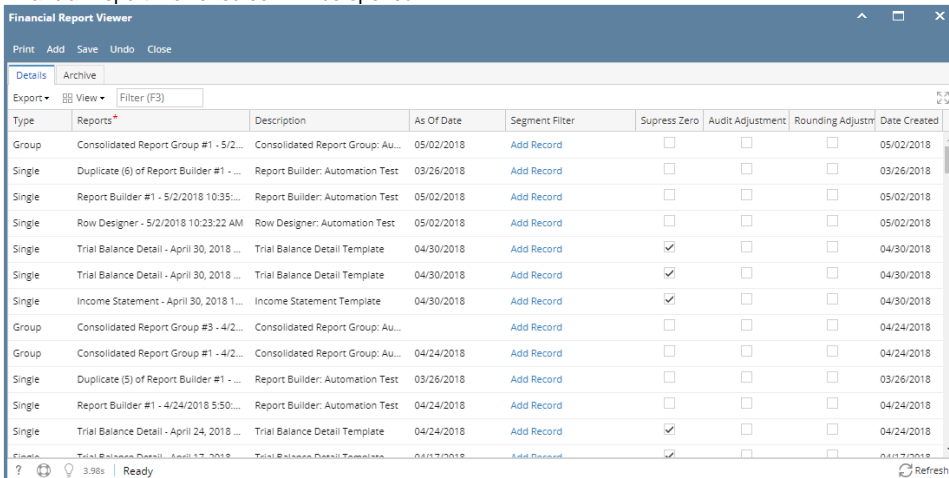
1. From Financial Reports module > click on **Financial Report Viewer** menu.
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The screenshot shows the 'Financial Report Viewer' window. It has a menu bar with 'Print', 'Add', 'Save', 'Undo', and 'Close'. Below the menu bar are tabs for 'Details' and 'Archive'. There is an 'Export' button, a 'View' dropdown, and a 'Filter (F3)' input field. The main area is a table with the following columns: Type, Reports, Description, As Of Date, Segment Filter, Suppress Zero, Audit Adjustment, Rounding Adjustment, and Date Created. The table contains 14 rows of data, including reports like 'Consolidated Report Group #3 - 9/2...', 'Trial Balance Detail - September 27, 2018', and 'Balance Sheet - September 27, 2018'. At the bottom, there is a status bar with a question mark icon, a 'Ready' status, and a 'Refresh' button.

Type	Reports	Description	As Of Date	Segment Filter	Suppress Zero	Audit Adjustment	Rounding Adjustment	Date Created
Group	Consolidated Report Group #3 - 9/2...	Consolidated Report Group: Aut...	11/12/2017	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/27/2018
Group	Consolidated Report Group #1 - 9/2...	Consolidated Report Group: Aut...	09/27/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/27/2018
Single	Report Builder: #1 - 9/27/2018 1:24...	Report Builder: Automation Test	09/27/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/27/2018
Single	Trial Balance Detail - September 27, ...	Trial Balance Detail Template	09/27/2018	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/27/2018
Single	Trial Balance Detail - September 27, ...	Trial Balance Detail Template	09/27/2018	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/27/2018
Group	Consolidated Report Group #1 - 9/2...		09/27/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/27/2018
Single	Report Builder: #1 - 9/27/2018 11:47...	Report Builder: Automation Test	09/27/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/27/2018
Single	Trial Balance Detail - September 27, ...	Trial Balance Detail Template	09/27/2018	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/27/2018
Single	Trial Balance Detail - September 27, ...	Trial Balance Detail Template	09/27/2018	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/27/2018
Single	Trial Balance Detail - September 27, ...	Trial Balance Detail Template	09/27/2018	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/27/2018
Single	Trial Balance Detail - September 27, ...	Trial Balance Detail Template	09/27/2018	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/27/2018
Single	Balance Sheet - September 27, 2018...	Standard Balance Sheet Template	09/27/2018	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/27/2018
Single	Row Designer - 9/27/2018 10:30:40...	Row Designer: Automation Test	09/27/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/27/2018

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The screenshot shows the 'Financial Report Viewer' window. It has a menu bar with 'Print', 'Add', 'Save', 'Undo', and 'Close'. Below the menu bar are tabs for 'Details' and 'Archive'. There is an 'Export' button, a 'View' dropdown, and a 'Filter (F3)' input field. The main area is a table with the following columns: Type, Reports, Description, As Of Date, Segment Filter, Suppress Zero, Audit Adjustment, Rounding Adjustment, and Date Created. The table contains 14 rows of data, including reports like 'Consolidated Report Group #1 - 5/2...', 'Trial Balance Detail - April 30, 2018', and 'Income Statement - April 30, 2018'. At the bottom, there is a status bar with a question mark icon, a 'Ready' status, and a 'Refresh' button.

Type	Reports	Description	As Of Date	Segment Filter	Suppress Zero	Audit Adjustment	Rounding Adjustment	Date Created
Group	Consolidated Report Group #1 - 5/2...	Consolidated Report Group: Au...	05/02/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/02/2018
Single	Duplicate (6) of Report Builder: #1 - ...	Report Builder: Automation Test	03/26/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/26/2018
Single	Report Builder: #1 - 5/2/2018 10:35:...	Report Builder: Automation Test	05/02/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/02/2018
Single	Row Designer - 5/2/2018 10:23:22 AM	Row Designer: Automation Test	05/02/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/02/2018
Single	Trial Balance Detail - April 30, 2018 ...	Trial Balance Detail Template	04/30/2018	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/30/2018
Single	Trial Balance Detail - April 30, 2018 ...	Trial Balance Detail Template	04/30/2018	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/30/2018
Single	Income Statement - April 30, 2018 1...	Income Statement Template	04/30/2018	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/30/2018
Group	Consolidated Report Group #3 - 4/2...	Consolidated Report Group: Au...		Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/24/2018
Group	Consolidated Report Group #1 - 4/2...	Consolidated Report Group: Au...	04/24/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/24/2018
Single	Duplicate (5) of Report Builder: #1 - ...	Report Builder: Automation Test	03/26/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/26/2018
Single	Report Builder: #1 - 4/24/2018 5:50:...	Report Builder: Automation Test	04/24/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/24/2018
Single	Trial Balance Detail - April 24, 2018 ...	Trial Balance Detail Template	04/24/2018	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/24/2018

1. From Financial Reports module > click on **Financial Report Viewer** menu.
2. Financial Report Viewer screen will be opened.

1. From Financial Reports module > Activities folder > double-click on **Financial Report Viewer menu**.
 2. Financial Report Viewer screen will be opened.
-
1. From General Ledger module > Financial Reports folder > double-click **Financial Reports**.
 2. Financial Reports screen will be opened.