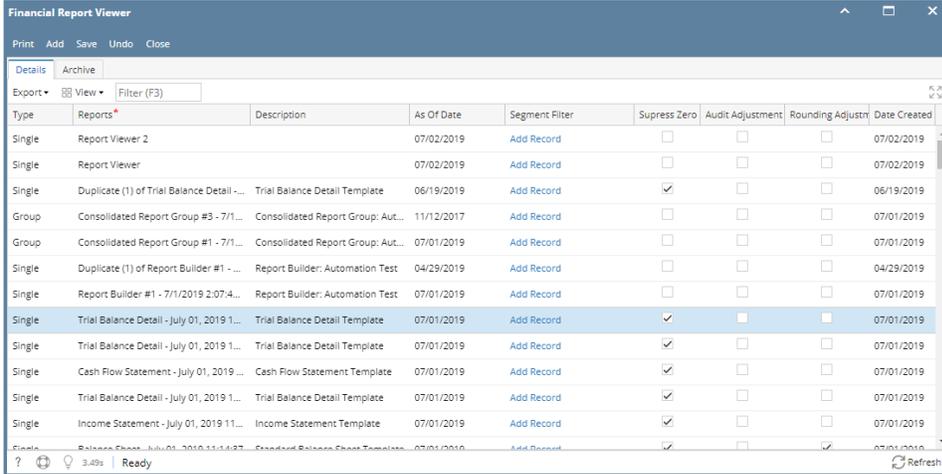


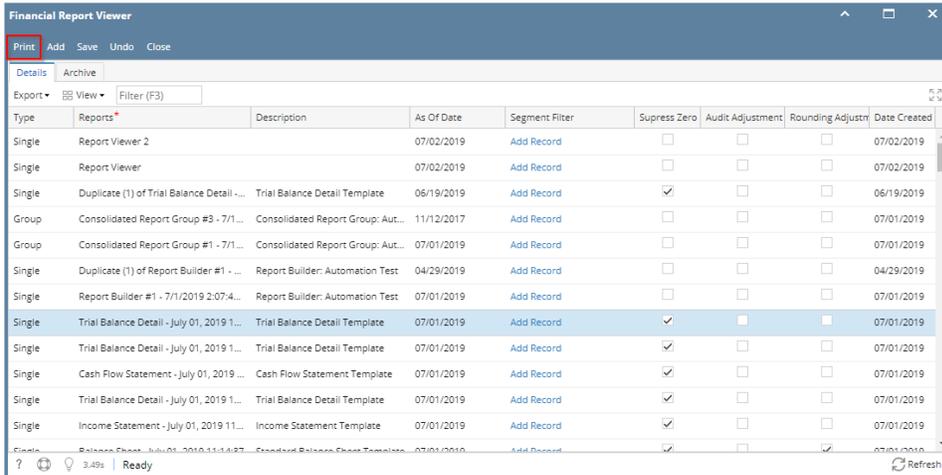
# How to Print Report from Financial Report Viewer screen

Follow the steps below to print report from Financial Report Viewer screen.

1. [Open](#) Financial Report Viewer screen.
2. In the Financial Report Viewer screen, select the report from the grid area.



3. Click **Print toolbar button**.



- a. If Show Report Settings option is **checked**, the Report Settings screen will open. Click the **Print toolbar button** to generate the report.
- b. If Show Report Settings option is **unchecked**, then it will generate the report.

For help on where to set this option, see [How to Show Report Settings screen before report preview](#).



You may also print financial report from Report Builder screen. See [How to Print Report from the Report Builder screen](#) .

Follow the steps below to print report from Financial Report Viewer screen.

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Type	Reports*	Description	As Of Date	Segment Filter	Supress Zero	Audit Adjustment	Rounding Adjustm	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

3. Click **Print** toolbar button.

Type	Reports*	Description	As Of Date	Segment Filter	Supress Zero	Audit Adjustment	Rounding Adjustm	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

- a. If Show Report Settings option is **checked**, the Report Settings screen will open. Click the **Print** toolbar button to generate the report.
- b. If Show Report Settings option is **unchecked**, then it will generate the report.

For help on where to set this option, see [How to Show Report Settings screen before report preview](#).



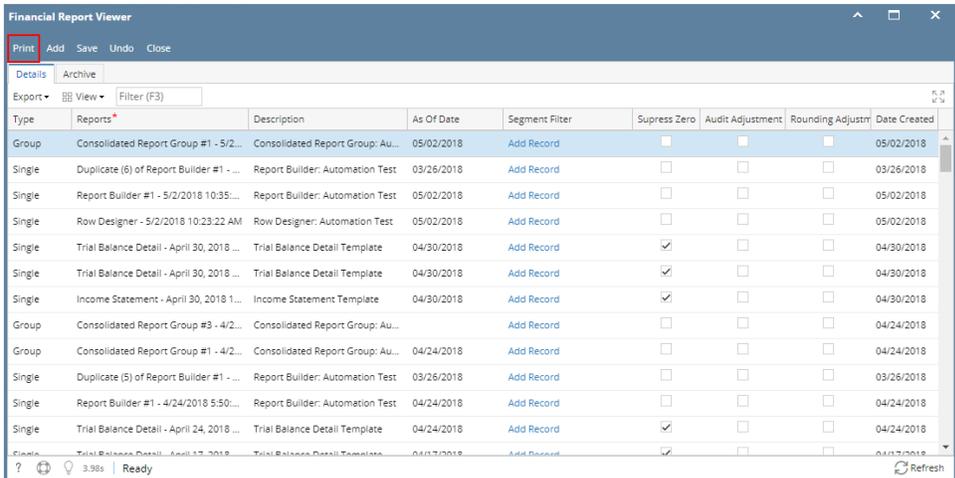
You may also print financial report from Report Builder screen. See [How to Print Report from the Report Builder screen](#).

Follow the steps below to print report from Financial Report Viewer screen.

1. **Open** Financial Report Viewer screen.
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Type	Reports*	Description	As Of Date	Segment Filter	Supress Zero	Audit Adjustment	Rounding Adjustm	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

3. Click **Print toolbar button**.



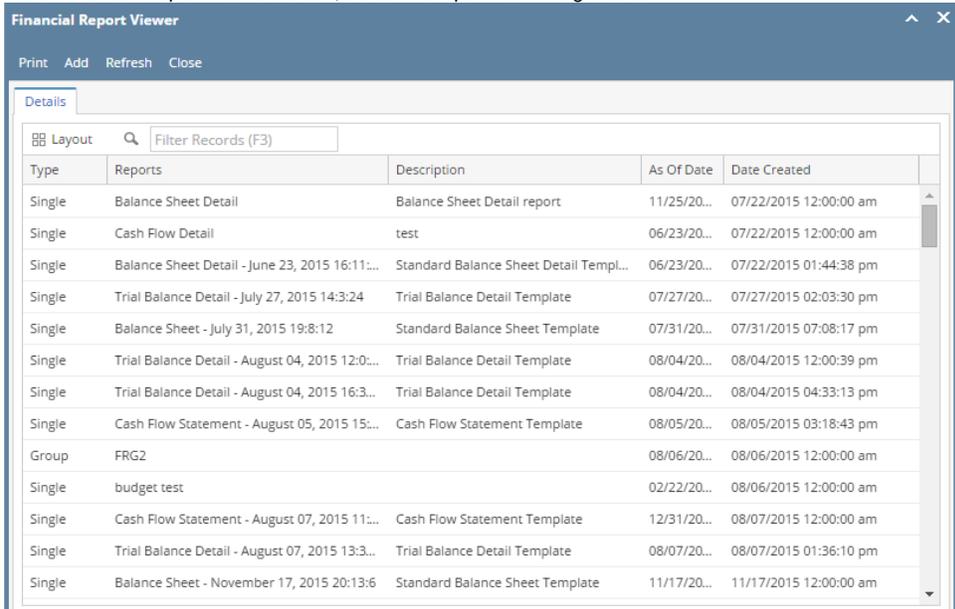
- a. If Show Report Settings option is **checked**, the Report Settings screen will open. Click the **Print toolbar button** to generate the report.
- b. If Show Report Settings option is **unchecked**, then it will generate the report.

For help on where to set this option, see [How to Show Report Settings screen before report preview](#).

You may also print financial report from Report Builder screen. See [How to Print Report from the Report Builder screen](#) .

Follow the steps below to print report from Financial Report Viewer screen.

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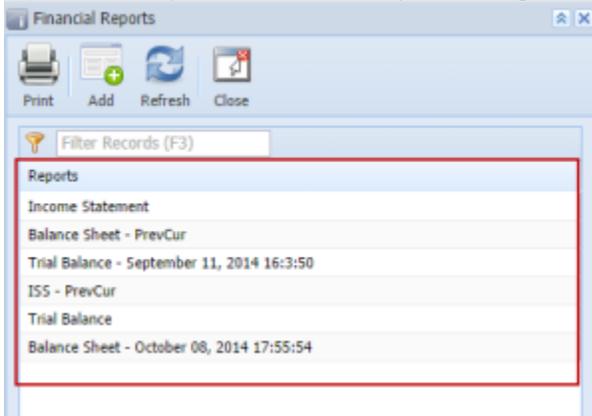
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Follow the steps below to print report from Financial Reports screen.

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