# 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.

Financial	Report Viewer							□ >	K
Details	Archive								٦
Export •	B View - Filter (F3)							1	1.71 2.51
Туре	Reports*	Description	As Of Date	Segment Filter	Supress Zero	Audit Adjustment	Rounding Adjustm	Date Created	
Single	Report Viewer 2		07/02/2019	Add Record				07/02/2019	^
Single	Report Viewer		07/02/2019	Add Record				07/02/2019	
Single	Duplicate (1) of Trial Balance Detail	Trial Balance Detail Template	06/19/2019	Add Record	$\checkmark$			06/19/2019	
Group	Consolidated Report Group #3 - 7/1	Consolidated Report Group: Aut	11/12/2017	Add Record				07/01/2019	
Group	Consolidated Report Group #1 - 7/1	Consolidated Report Group: Aut	07/01/2019	Add Record				07/01/2019	
Single	Duplicate (1) of Report Builder #1	Report Builder: Automation Test	04/29/2019	Add Record				04/29/2019	
Single	Report Builder #1 - 7/1/2019 2:07:4	Report Builder: Automation Test	07/01/2019	Add Record				07/01/2019	
Single	Trial Balance Detail - July 01, 2019 1	Trial Balance Detail Template	07/01/2019	Add Record	~			07/01/2019	
Single	Trial Balance Detail - July 01, 2019 1	Trial Balance Detail Template	07/01/2019	Add Record	$\checkmark$			07/01/2019	
Single	Cash Flow Statement - July 01, 2019	Cash Flow Statement Template	07/01/2019	Add Record	$\checkmark$			07/01/2019	
Single	Trial Balance Detail - July 01, 2019 1	Trial Balance Detail Template	07/01/2019	Add Record	$\checkmark$			07/01/2019	
Single	Income Statement - July 01, 2019 11	Income Statement Template	07/01/2019	Add Record	$\checkmark$			07/01/2019	
?	Relaces Sheet      July 01      2010      11-14-27        Q      3.49s      Ready	Standard Ralance Sheet Tomolate	07/01/2010	Add Dacard	1		1	C Refre	.▼ sh

#### 3. Click Print toolbar button.

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Туре	Reports*	Description	As Of Date	Segment Filter	Supress Zero	Audit Adjustment	Rounding Adjustm	Date Create	ed
Single	Report Viewer 2		07/02/2019	Add Record				07/02/2019	-
Single	Report Viewer		07/02/2019	Add Record				07/02/2019	
Single	Duplicate (1) of Trial Balance Detail	Trial Balance Detail Template	06/19/2019	Add Record	$\checkmark$			06/19/2019	
Group	Consolidated Report Group #3 - 7/1	Consolidated Report Group: Aut	11/12/2017	Add Record				07/01/2019	
Group	Consolidated Report Group #1 - 7/1	Consolidated Report Group: Aut	07/01/2019	Add Record				07/01/2019	
Single	Duplicate (1) of Report Builder #1	Report Builder: Automation Test	04/29/2019	Add Record				04/29/2019	
Single	Report Builder #1 - 7/1/2019 2:07:4	Report Builder: Automation Test	07/01/2019	Add Record				07/01/2019	
Single	Trial Balance Detail - July 01, 2019 1	Trial Balance Detail Template	07/01/2019	Add Record	$\checkmark$			07/01/2019	
Single	Trial Balance Detail - July 01, 2019 1	Trial Balance Detail Template	07/01/2019	Add Record	$\checkmark$			07/01/2019	
Single	Cash Flow Statement - July 01, 2019	Cash Flow Statement Template	07/01/2019	Add Record	$\checkmark$			07/01/2019	
Single	Trial Balance Detail - July 01, 2019 1	Trial Balance Detail Template	07/01/2019	Add Record	$\checkmark$			07/01/2019	
Single	Income Statement - July 01, 2019 11	Income Statement Template	07/01/2019	Add Record	$\checkmark$			07/01/2019	
Cinela 0 m	Roloana Shaan Julu 01 2010 11-14-27	Crandard Ralance Cheet Tomolate	07/01/2010	Add Decord	1		1	07/01/0010 (10-0	-
- 1 (L)	V 3.49s Ready							E Retr	esn

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.

A 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.

## 2. In the Financial Report Viewer screen, select the report from the grid area.

Financial	Report Viewer							
	dd Save Undo Close							
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Export •	BB View - Filter (F3)							K 7 2 3
Туре	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				09/27/2018
Group	Consolidated Report Group #1 - 9/2	Consolidated Report Group: Aut	09/27/2018	Add Record				09/27/2018
Single	Report Builder #1 - 9/27/2018 1:24:	Report Builder: Automation Test	09/27/2018	Add Record				09/27/2018
Single	Trial Balance Detail - September 27,	Trial Balance Detail Template	09/27/2018	Add Record	$\checkmark$			09/27/2018
Single	Trial Balance Detail - September 27,	Trial Balance Detail Template	09/27/2018	Add Record	$\checkmark$			09/27/2018
Group	Consolidated Report Group #1 - 9/2		09/27/2018	Add Record				09/27/2018
Single	Report Builder #1 - 9/27/2018 11:47	Report Builder: Automation Test	09/27/2018	Add Record				09/27/2018
Single	Trial Balance Detail - September 27,	Trial Balance Detail Template	09/27/2018	Add Record	$\checkmark$			09/27/2018
Single	Trial Balance Detail - September 27,	Trial Balance Detail Template	09/27/2018	Add Record	$\checkmark$			09/27/2018
Single	Trial Balance Detail - September 27,	Trial Balance Detail Template	09/27/2018	Add Record	$\checkmark$			09/27/2018
Single	Trial Balance Detail - September 27,	Trial Balance Detail Template	09/27/2018	Add Record	$\checkmark$			09/27/2018
Single	Balance Sheet - September 27, 2018	Standard Balance Sheet Template	09/27/2018	Add Record	$\checkmark$		$\checkmark$	09/27/2018
? D	Q 2.26s Ready	Row Decisionar: Auto Exactional	00/27/2019	Add Docord				Refresh

## 3. Click Print toolbar button.

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Print Add Save Undo Close								
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Type Reports*	Description	As Of Date	Segment Filter	Supress Zero	Audit Adjustment	Rounding Adjustm	Date Create	ed
Group Consolidated Report Group #3 - 9/2	Consolidated Report Group: Aut	11/12/2017	Add Record				09/27/2018	1
Group Consolidated Report Group #1 - 9/2	Consolidated Report Group: Aut	09/27/2018	Add Record				09/27/2018	1
Single Report Builder #1 - 9/27/2018 1:24:	Report Builder: Automation Test	09/27/2018	Add Record				09/27/2018	;
Single Trial Balance Detail - September 27,	Trial Balance Detail Template	09/27/2018	Add Record	$\checkmark$			09/27/2018	1
Single Trial Balance Detail - September 27,	Trial Balance Detail Template	09/27/2018	Add Record	$\checkmark$			09/27/2018	1
Group Consolidated Report Group #1 - 9/2		09/27/2018	Add Record				09/27/2018	1
Single Report Builder #1 - 9/27/2018 11:47	Report Builder: Automation Test	09/27/2018	Add Record				09/27/2018	1
Single Trial Balance Detail - September 27,	Trial Balance Detail Template	09/27/2018	Add Record	$\checkmark$			09/27/2018	1
Single Trial Balance Detail - September 27,	Trial Balance Detail Template	09/27/2018	Add Record	$\checkmark$			09/27/2018	1
Single Trial Balance Detail - September 27,	Trial Balance Detail Template	09/27/2018	Add Record	$\checkmark$			09/27/2018	1
Single Trial Balance Detail - September 27,	Trial Balance Detail Template	09/27/2018	Add Record	$\checkmark$			09/27/2018	1
Single Balance Sheet - September 27, 2018	Standard Balance Sheet Template	09/27/2018	Add Record	$\checkmark$		$\checkmark$	09/27/2018	1
Sincle Dev Deciser 0/37/3019-10-30-40 ? O Q 2.265 Ready	Row Docimon: Auto Functional	00/07/0019	Add Docord				G Refr	resh

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.

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 In the Financial Report Viewer screen, select the report from the grid area.

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Print A									
Details	Archive								
Export +	BB View - Filter (F3)								К Л К У
Туре	Reports*	Description	As Of Date	Segment Filter	Supress Zero	Audit Adjustment	Rounding Adjustm	Date Created	d
Group	Consolidated Report Group #1 - 5/2	Consolidated Report Group: Au	05/02/2018	Add Record				05/02/2018	*
Single	Duplicate (6) of Report Builder #1	Report Builder: Automation Test	03/26/2018	Add Record				03/26/2018	
Single	Report Builder #1 - 5/2/2018 10:35:	Report Builder: Automation Test	05/02/2018	Add Record				05/02/2018	
Single	Row Designer - 5/2/2018 10:23:22 AM	Row Designer: Automation Test	05/02/2018	Add Record				05/02/2018	
Single	Trial Balance Detail - April 30, 2018	Trial Balance Detail Template	04/30/2018	Add Record	$\checkmark$			04/30/2018	
Single	Trial Balance Detail - April 30, 2018	Trial Balance Detail Template	04/30/2018	Add Record	~			04/30/2018	
Single	Income Statement - April 30, 2018 1	Income Statement Template	04/30/2018	Add Record	$\checkmark$			04/30/2018	
Group	Consolidated Report Group #3 - 4/2	Consolidated Report Group: Au		Add Record				04/24/2018	
Group	Consolidated Report Group #1 - 4/2	Consolidated Report Group: Au	04/24/2018	Add Record				04/24/2018	
Single	Duplicate (5) of Report Builder #1	Report Builder: Automation Test	03/26/2018	Add Record				03/26/2018	
Single	Report Builder #1 - 4/24/2018 5:50:	Report Builder: Automation Test	04/24/2018	Add Record				04/24/2018	
Single	Trial Balance Detail - April 24, 2018	Trial Balance Detail Template	04/24/2018	Add Record	$\checkmark$			04/24/2018	
ciania ?	Q 3.98s   Ready	Trial Palance Detail Template	04/17/2019	Add Docord	./			C Refr	

#### 3. Click Print toolbar button.

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Export -	E View - Filter (F3)							R L	7
Туре	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				05/02/2018	-
Single	Duplicate (6) of Report Builder #1	Report Builder: Automation Test	03/26/2018	Add Record				03/26/2018	
Single	Report Builder #1 - 5/2/2018 10:35:	Report Builder: Automation Test	05/02/2018	Add Record				05/02/2018	
Single	Row Designer - 5/2/2018 10:23:22 AM	Row Designer: Automation Test	05/02/2018	Add Record				05/02/2018	
Single	Trial Balance Detail - April 30, 2018	Trial Balance Detail Template	04/30/2018	Add Record	$\checkmark$			04/30/2018	
Single	Trial Balance Detail - April 30, 2018	Trial Balance Detail Template	04/30/2018	Add Record	$\checkmark$			04/30/2018	
Single	Income Statement - April 30, 2018 1	Income Statement Template	04/30/2018	Add Record	$\checkmark$			04/30/2018	
Group	Consolidated Report Group #3 - 4/2	Consolidated Report Group: Au		Add Record				04/24/2018	
Group	Consolidated Report Group #1 - 4/2	Consolidated Report Group: Au	04/24/2018	Add Record				04/24/2018	
Single	Duplicate (5) of Report Builder #1	Report Builder: Automation Test	03/26/2018	Add Record				03/26/2018	
Single	Report Builder #1 - 4/24/2018 5:50:	Report Builder: Automation Test	04/24/2018	Add Record				04/24/2018	
Single	Trial Balance Detail - April 24, 2018	Trial Balance Detail Template	04/24/2018	Add Record	$\checkmark$			04/24/2018	
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2. In the Financial Report Viewer screen, select the report from the grid area.

Details					
믐 Layout	<b>Q</b> Filter Records (F3)				
Туре	Reports	Description	As Of Date	Date Created	
Single	Balance Sheet Detail	Balance Sheet Detail report	11/25/20	07/22/2015 12:00:00 am	
Single	Cash Flow Detail	test	06/23/20	07/22/2015 12:00:00 am	
Single	Balance Sheet Detail - June 23, 2015 16:11:	Standard Balance Sheet Detail Templ	06/23/20	07/22/2015 01:44:38 pm	
Single	Trial Balance Detail - July 27, 2015 14:3:24	Trial Balance Detail Template	07/27/20	07/27/2015 02:03:30 pm	
Single	Balance Sheet - July 31, 2015 19:8:12	Standard Balance Sheet Template	07/31/20	07/31/2015 07:08:17 pm	
Single	Trial Balance Detail - August 04, 2015 12:0:	Trial Balance Detail Template	08/04/20	08/04/2015 12:00:39 pm	
Single	Trial Balance Detail - August 04, 2015 16:3	Trial Balance Detail Template	08/04/20	08/04/2015 04:33:13 pm	
Single	Cash Flow Statement - August 05, 2015 15:	Cash Flow Statement Template	08/05/20	08/05/2015 03:18:43 pm	
Group	FRG2		08/06/20	08/06/2015 12:00:00 am	
Single	budget test		02/22/20	08/06/2015 12:00:00 am	
Single	Cash Flow Statement - August 07, 2015 11:	Cash Flow Statement Template	12/31/20	08/07/2015 12:00:00 am	
Single	Trial Balance Detail - August 07, 2015 13:3	Trial Balance Detail Template	08/07/20	08/07/2015 01:36:10 pm	
Single	Balance Sheet - November 17, 2015 20:13:6	Standard Balance Sheet Template	11/17/20	11/17/2015 12:00:00 am	

## 3. Click Print toolbar button.

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	Print Add	Refre	sh Close						
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l	믐 Layout	Q,	Filter Records (F3)						
L	Туре	Repo	orts	Description	As Of Date	Date Created			
l	Single	Bala	nce Sheet Detail	Balance Sheet Detail report	11/25/20	07/22/2015 12:00:00 am			
L	Single	Cash	n Flow Detail	test	06/23/20	07/22/2015 12:00:00 am			
	Single	Bala	nce Sheet Detail - June 23, 2015 16:11:	Standard Balance Sheet Detail Templ	06/23/20	07/22/2015 01:44:38 pm			

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

- Open Financial Reports screen.
  In the Financial Reports screen, select the report from the grid area.

Print Add Refresh Close						
Pilter Records (F3)						
Reports						
Income Statement						
Balance Sheet - PrevCur						
Trial Balance - September 11, 2014 16:3:50						
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Trial Balance						
Balance Sheet - October 08, 2014 17:55:54						

3. Click Print toolbar button.

Final	ncial Repo	orts		a x
Print	Add	2 Refresh	Close	

- 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.

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