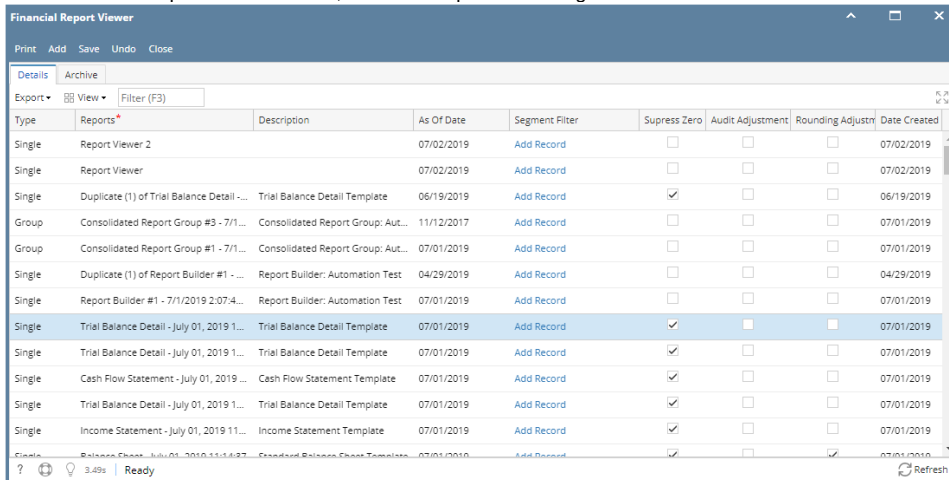


How to Print Report from Financial Report Viewer screen

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

Print Add Save Undo Close

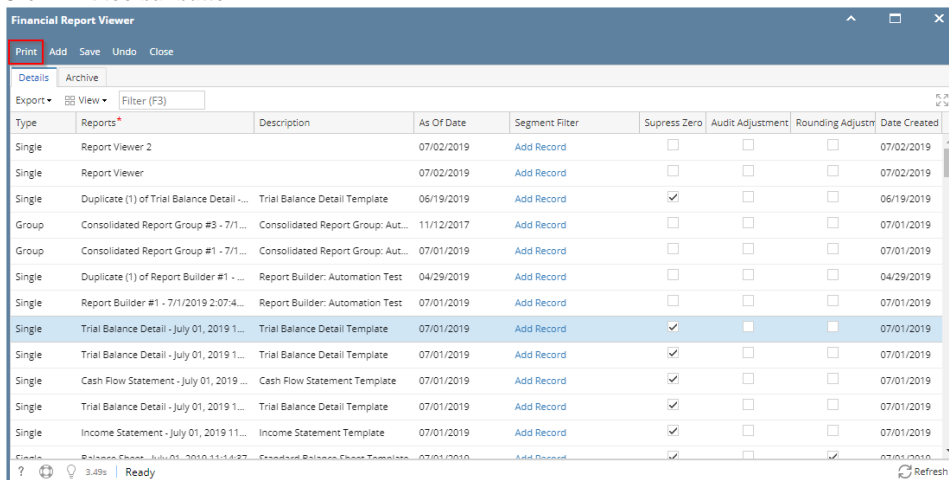
Details Archive

Export View Filter (F3)

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

File Edit View Window Help 3.43s Ready Refresh

3. Click **Print** toolbar button.



Financial Report Viewer

Print Add Save Undo Close

Details Archive

Export View Filter (F3)

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

File Edit View Window Help 3.43s Ready Refresh

- 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](#).

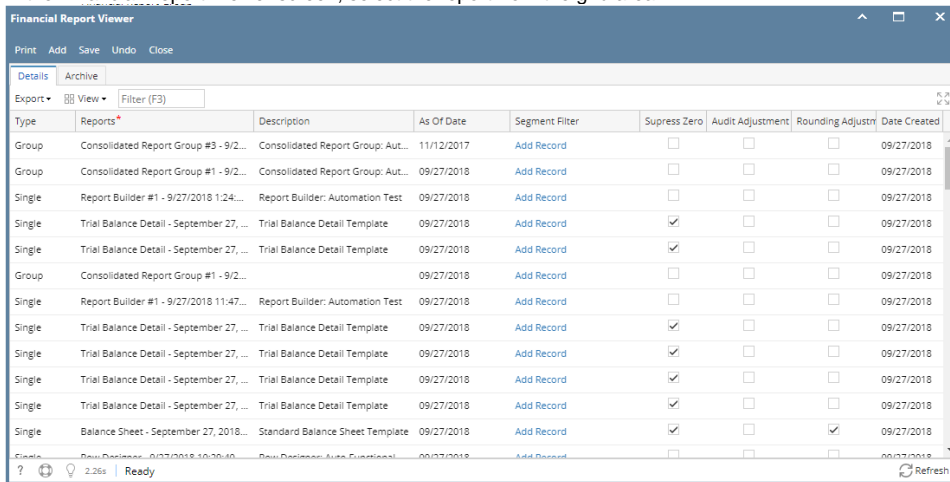


You may also print financial report from Report Builder screen. See [How to Print Report from the Report Builder screen](#).

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

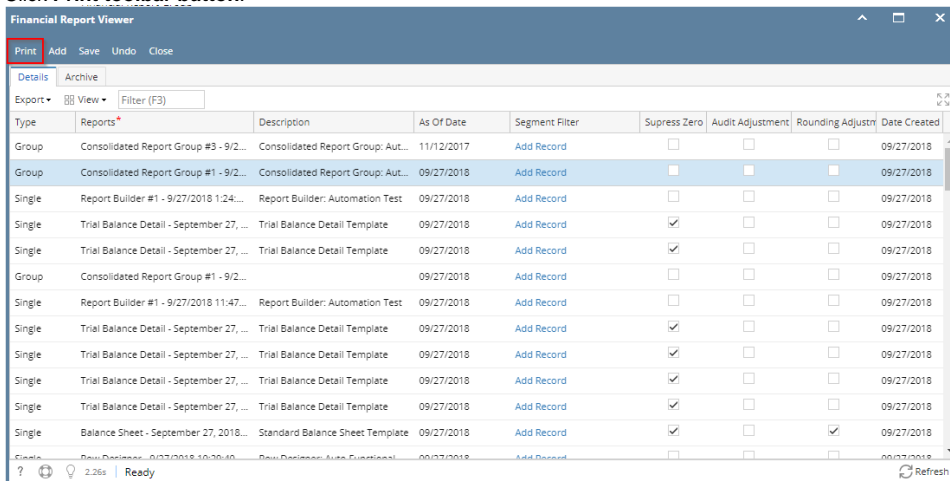
1. [Open](#) Financial Report Viewer screen.

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



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
Single	Row Designer - 03/27/2018 10:30:40...	Row Designer: Auto Functional...	03/27/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/27/2018

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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	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 - 03/27/2018 10:30:40...	Row Designer: Auto Functional...	03/27/2018	Add Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/27/2018

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

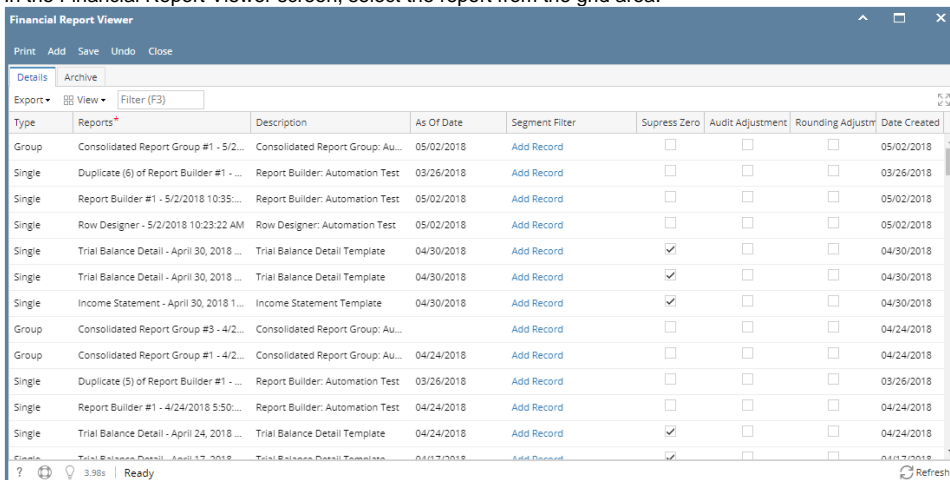
For help on where to set this option, see [How to Show Report Settings screen before report preview](#).



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

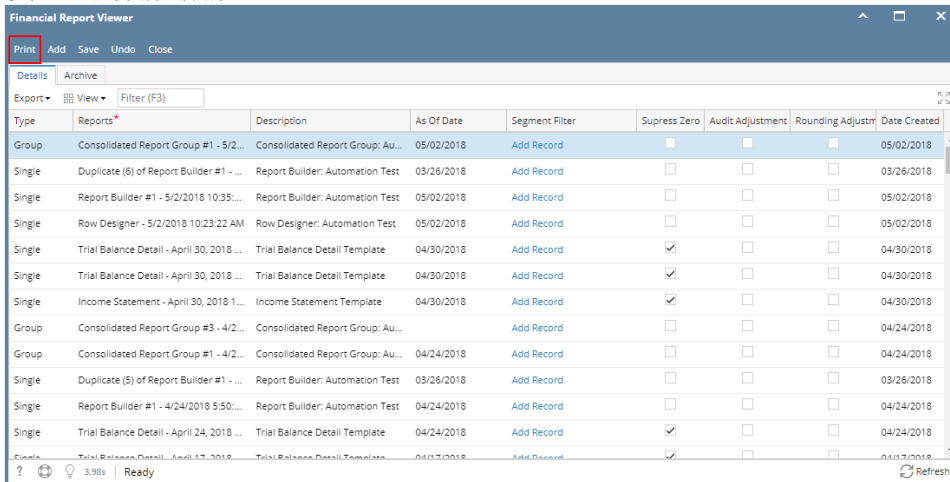
Follow the steps below to print report from Financial Report Viewer screen.

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



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...	04/24/2018	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
Single	Trial Balance Detail - April 17, 2018 ...	Trial Balance Detail Template	04/17/2018	Add Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2018

3. Click **Print toolbar button**.



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

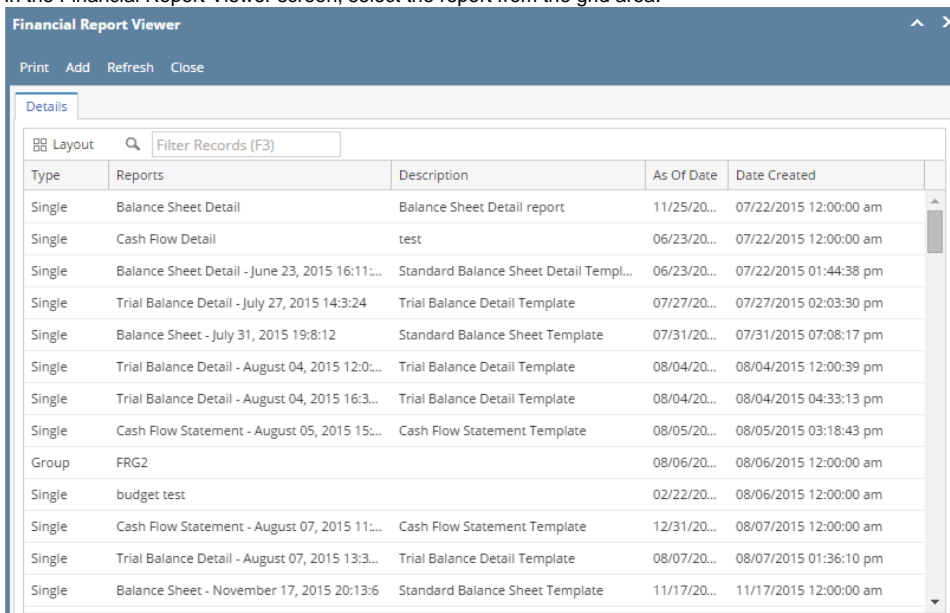
For help on where to set this option, see [How to Show Report Settings screen before report preview](#).



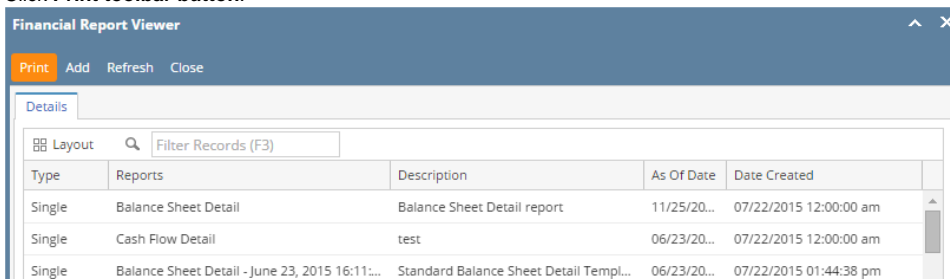
You may also print financial report from Report Builder screen. See [How to Print Report from the Report Builder screen](#).

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

1. **Open** Financial Report Viewer screen.
2. In the Financial Report Viewer screen, select the report from the grid area.



3. Click **Print toolbar button**.



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

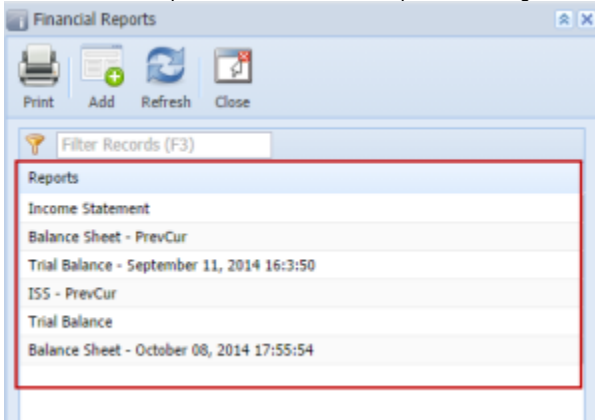
For help on where to set this option, see [How to Show Report Settings screen before report preview](#).



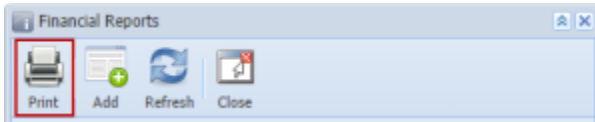
You may also print financial report from Report Builder screen. See [How to Print Report from the Report Builder screen](#) .

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

1. [Open](#) Financial Reports screen.
2. In the Financial Reports 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](#) .