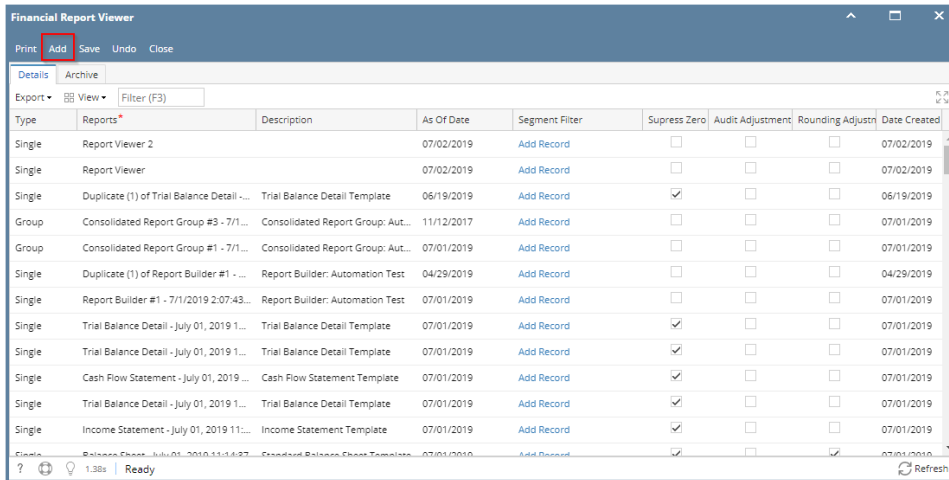


How to Add new financial report

1. Open **Financial Reports Viewer** screen. See [How to Open Financial Report Viewer screen](#).
2. Click **Add**.



Financial Report Viewer

Print **Add** Save Undo Close

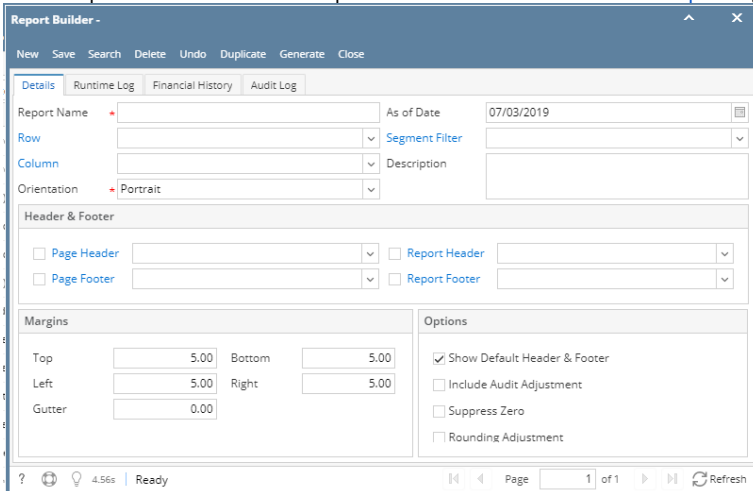
Details Archive

Export View Filter (F3)

Type	Reports*	Description	As Of Date	Segment Filter	Supress Zero	Audit Adjustment	Rounding Adjust	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 2:07:43...	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 1...	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

1.38s Ready Refresh

3. A new Report Builder screen will be opened. See [How to Build a Financial Report](#) to guide you how to build financial report.



Report Builder -

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name As of Date 07/03/2019

Row Segment Filter

Column Description

Orientation Portrait

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

Margins

Top 5.00 Bottom 5.00

Left 5.00 Right 5.00

Gutter 0.00

Options

☒ Show Default Header & Footer

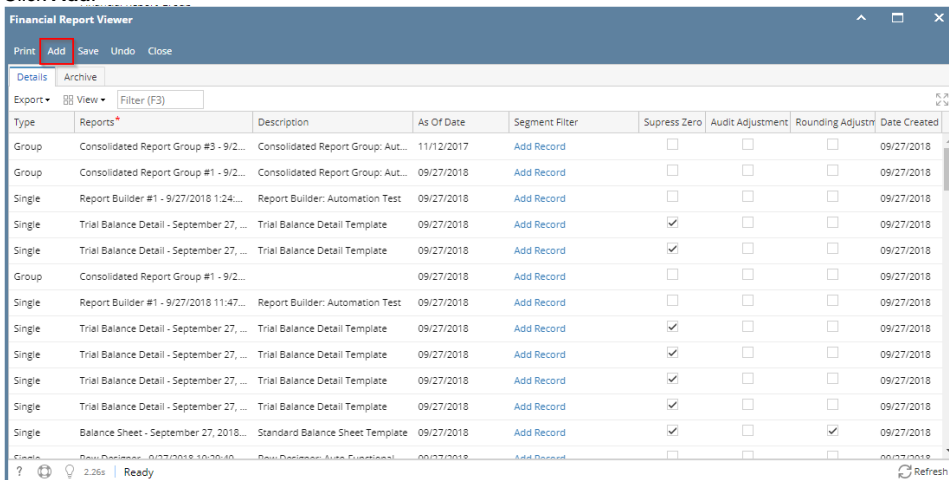
☐ Include Audit Adjustment

☐ Suppress Zero

☐ Rounding Adjustment

4.56s Ready Page 1 of 1 Refresh

1. Open **Financial Reports Viewer** screen. See [How to Open Financial Report Viewer screen](#).
2. Click **Add**.



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 Adjust	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

2.26s Ready Refresh

3. A new Report Builder screen will be opened. See [How to Build a Financial Report](#) to guide you how to build financial report.

Report Builder -

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * As of Date 10/08/2018

Row Segment Filter

Column Description

Orientation * Portrait

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

Margins

Top 5.00 Bottom 5.00

Left 5.00 Right 5.00

Gutter 0.00

Options

☒ Show Default Header & Footer

☐ Include Audit Adjustment

☐ Suppress Zero

☐ Rounding Adjustment

? 0.13s Ready 1 of 1 Refresh

1. Open **Financial Reports Viewer** screen. See [How to Open Financial Report Viewer screen](#).
2. Click **Add**.

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
Group	Consolidated Report Group #1 - 5/2...	Consolidated Report Group: Aut...	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

3. A new Report Builder screen will be opened. See [How to Build a Financial Report](#) to guide you how to build financial report.

Report Builder -

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * As of Date 05/03/2018

Row Segment Filter

Column Description

Orientation * Portrait

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

Margins

Top 5.00 Bottom 5.00

Left 5.00 Right 5.00

Gutter 0.00

Options

☒ Show Default Header & Footer

☐ Include Audit Adjustment

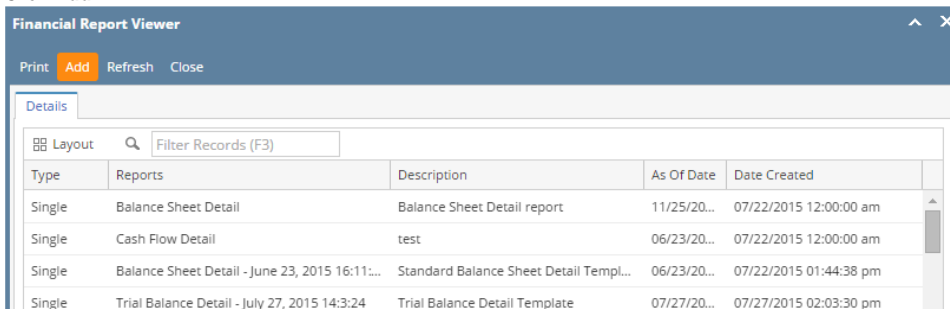
☐ Suppress Zero

☐ Rounding Adjustment

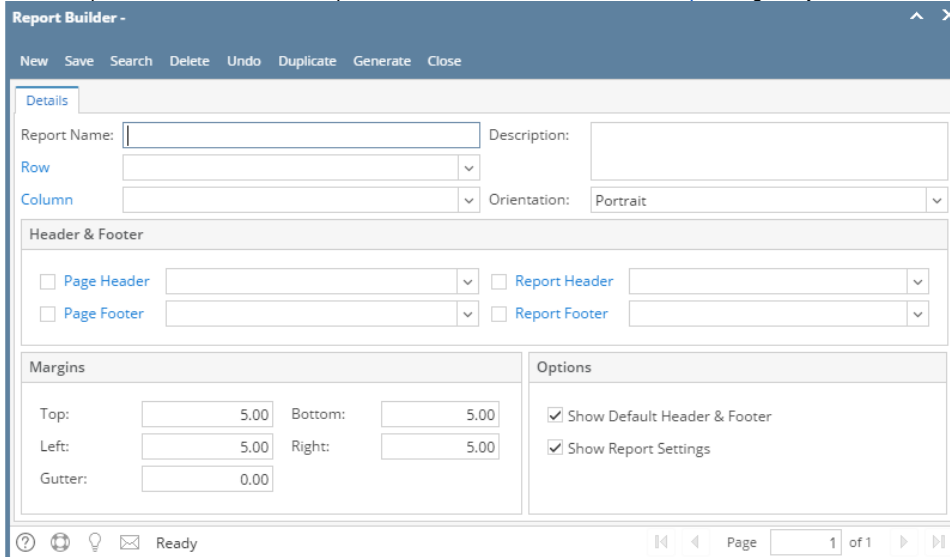
? 0.09s Ready Page 1 of 1 Refresh

1. Open **Financial Reports Viewer** screen. See [How to Open Financial Report Viewer screen](#).

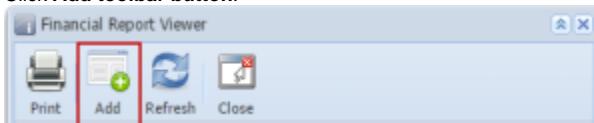
2. Click **Add**.



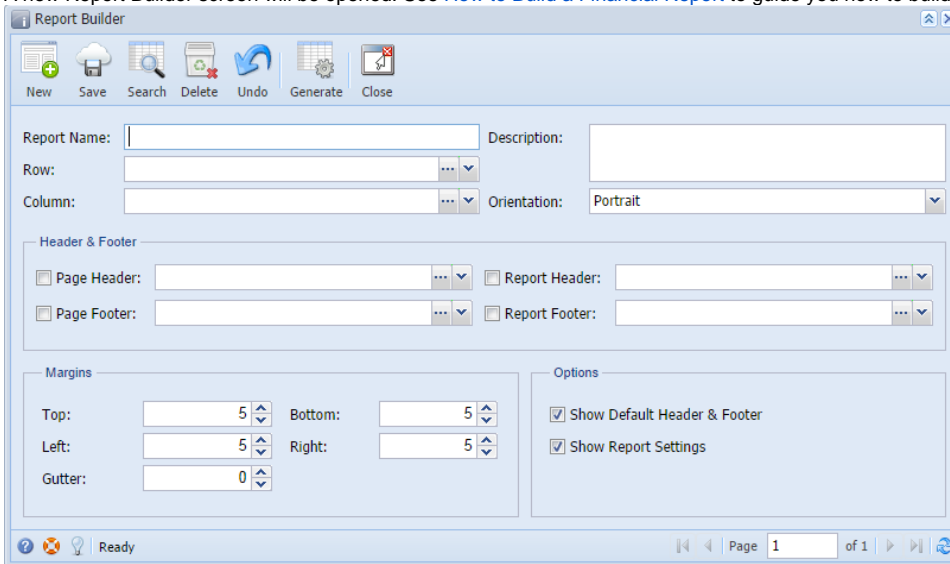
3. A new Report Builder screen will be opened. See [How to Build a Financial Report](#) to guide you how to build financial report.



1. Open **Financial Reports Viewer** screen. See [How to Open Financial Report Viewer screen](#).
2. Click **Add** toolbar button.

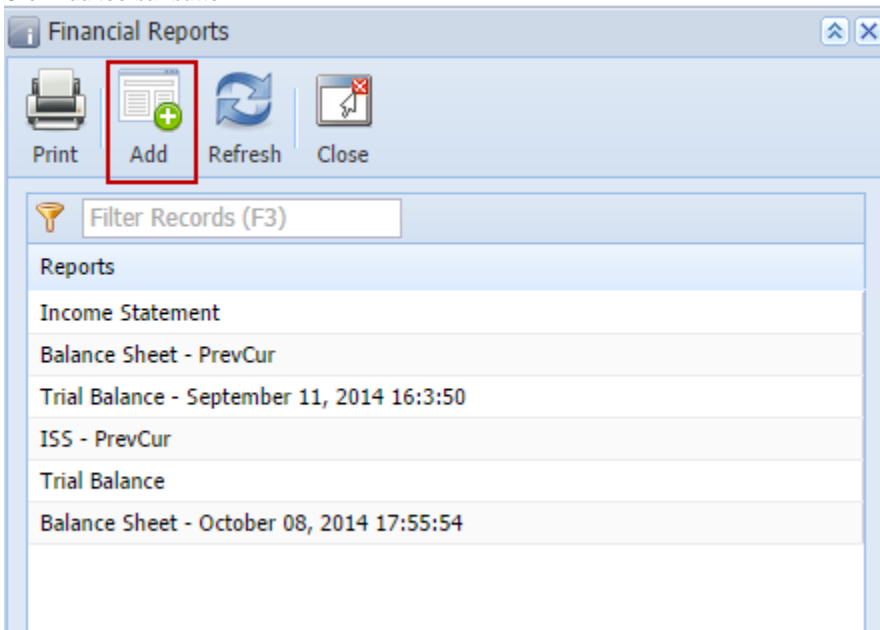


3. A new Report Builder screen will be opened. See [How to Build a Financial Report](#) to guide you how to build financial report.



1. Open **Financial Reports** screen. See [How to Open Financial Report Viewer screen](#).

2. Click **Add toolbar button**.



3. A new Report Builder screen will be opened. See [How to Build a Financial Report](#) to guide you how to build financial report.

