Report Settings

The Report Settings screen is an extra screen that may or may not open when **Generate toolbar button** in the **Report Builder screen** is clicked. The opening and non-opening of this screen is controlled by the **Show Report Settings option**. Check the Show Report Settings option if you want the Report Settings screen opened when printing Financial Reports. This screen has additional features that can be used to filter data even more.

The following topic/s will guide you on how to use the Report Settings screen.

- How to open Report Settings screen
- How to Print Report from the Report Settings screen
- How to Use As Of Date
- How to Use Segment Filter field in the Report Settings screen
- How Suppress Zero works
- How Include Audit Adjustment works
- How to Add Segment Filter from Report Settings
- How to Assign Segment Filter to a report