How to open Report Settings screen

1. From Financial Reports module > click on **Financial Report Builder menu**.
2. The Search Report Builder screen will open. Select a report and click **Open**.
3. This will open the selected record.
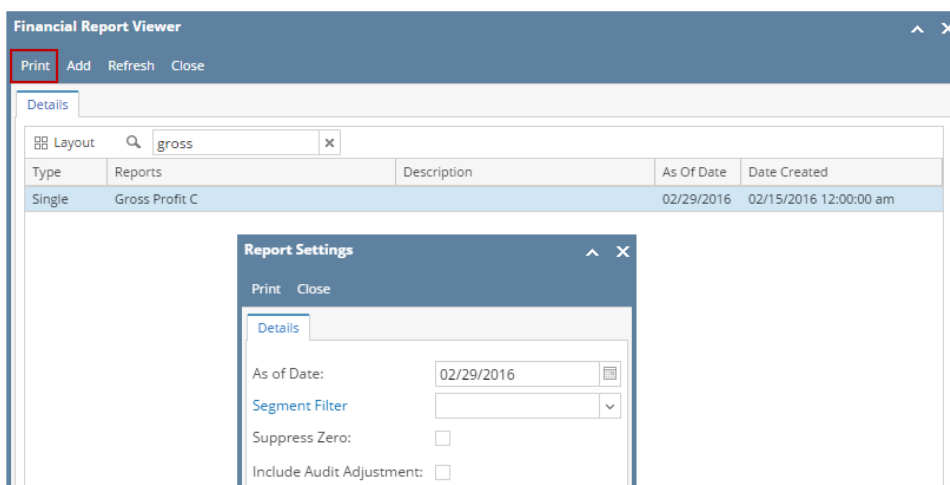4. Check the **Show Report Settings checkbox.**

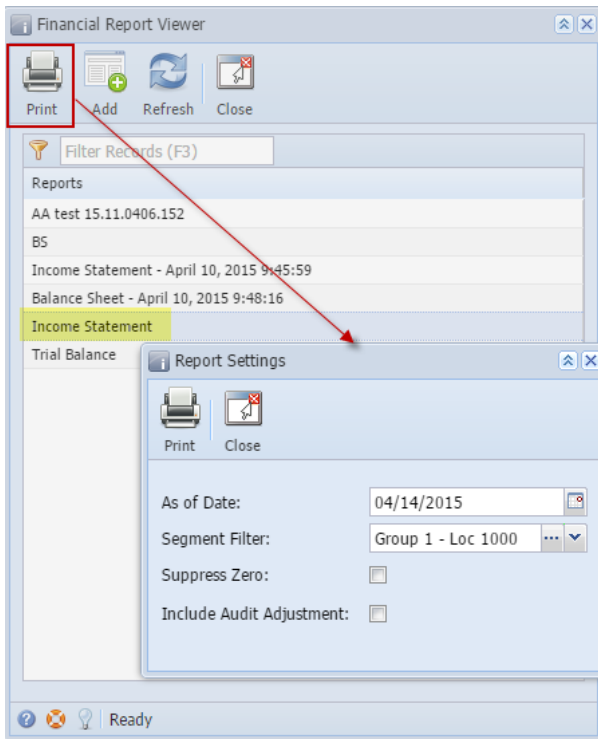5. Then click **Generate** and Report Settings screen will be opened.

⚠ Once **Show Report Settings checkbox** is checked in the Report Builder screen for the selected report, the Report Setting screen will also be opened when you generated the report from Financial Report Viewer screen. See How to Open Financial Reports to guide you where to open this screen.

1. From Financial Reports module > Maintenance folder > double-click on **Financial Report Builder menu**.
2. The Search Report Builder screen will open. Select a report and click **Open Selected toolbar button**.
3. This will open the selected record.
4. Check the **Show Report Settings checkbox** before generating the selected report and Report Settings screen will be opened.
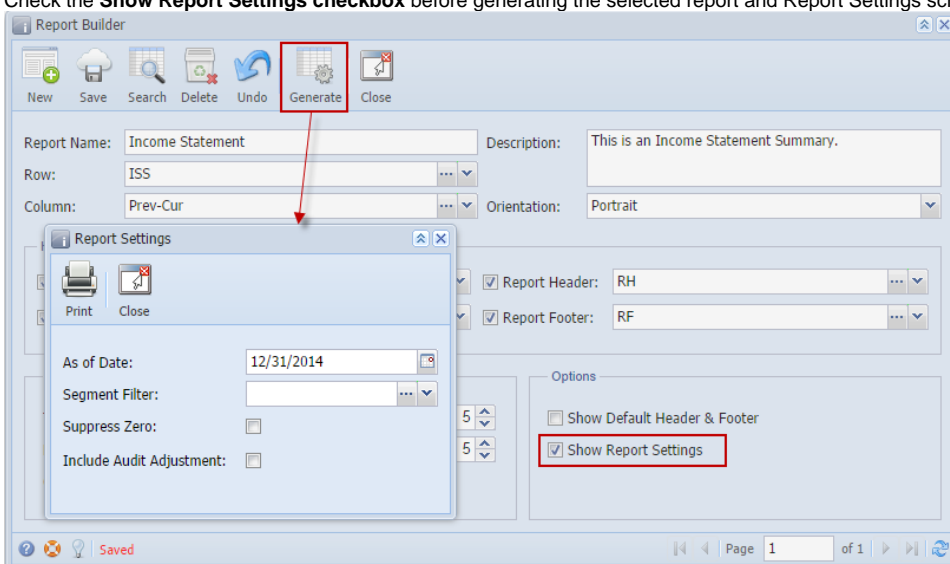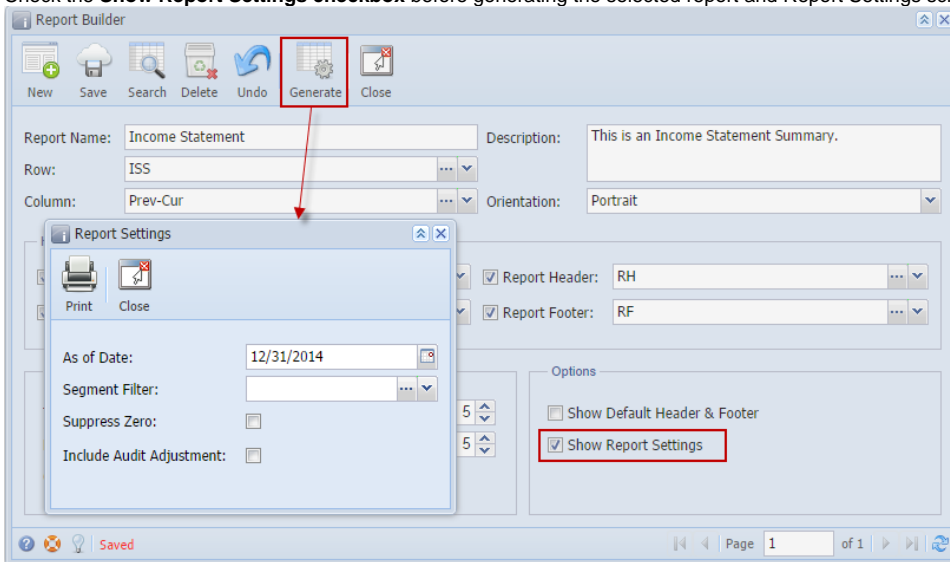

⚠️ Once Show Report Settings checkbox is checked in the Report Builder screen, the Report Setting screen will also be opened when you generated the report from Financial Report Viewer screen.
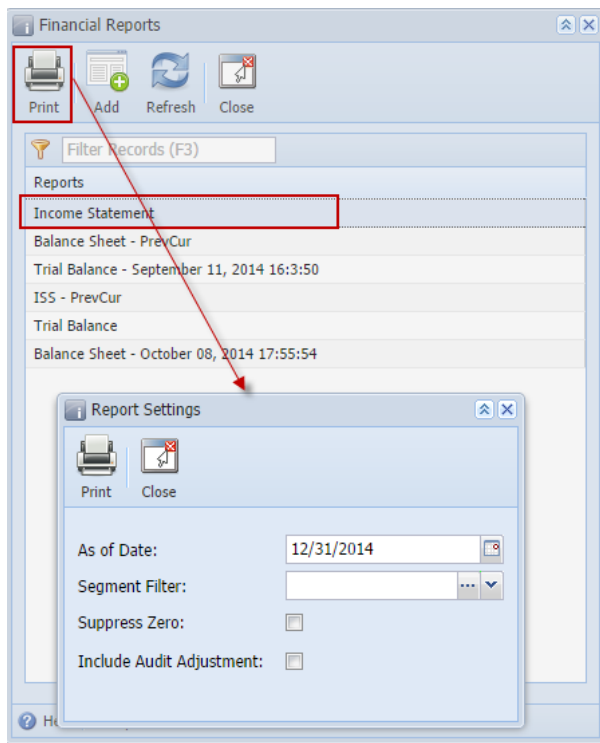
See How to Open Financial Reports to show you where to open this screen.

1. From General Ledger module > Financial Reports folder > Financial Report Designer folder > double-click **Financial Report Builder**.
2. The Search Report Builder screen will open. Select a report and click **Open Selected toolbar button**.
3. This will open the selected record.
4. Check the **Show Report Settings checkbox** before generating the selected report and Report Settings screen will be opened.

⚠ Once Show Report Settings checkbox is checked in the Report Builder screen, the Report Setting screen will also be opened when you generated the report from Financial Reports screen.

See How to Open Financial Reports to show you where to open this screen.