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.

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4. Check the Show Report Settings checkbox. Report Builder - Gross Profit C Details Description: Report Name: Gross Profit C

Row Gross		ss Profit C row								
Column Current and Previous B					~		tation:	Portrait		•
Header & I	Footer									
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Page	Page Footer			\sim	Re	eport Foo	ter	`	~	
Margins							Option	s		
Top:		5.00	Bottom:		5.(00	🗸 Sh	ow Default Header & Footer		
Left:		5.00	Right:		5.(00	🖌 Sh	ow Report Settings		
Gutter:		0.00								

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

Report Builder	- Gross Profit C						^ X
New Save S	earch Delete l	Jndo Generate Close					
Details							
Report Name:	Gross Profit C			Description:			
Row	Gross Profit C re	ow	~				
Column	Current and Pre	evious B	~	Orientation:	Portrai	it	~
Header & Foo	oter	Report Settings			^ X		
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Margins		As of Date:	02/2	9/2016			
Top: Left:		Segment FilterSuppress Zero:				ilt Header & Footer rt Settings	
Gutter:		Include Audit Adjustmer	nt:			Coccargo.	

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.

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inancial Rep	oort Viewer						^	×
Print Add	Refresh Close							
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Туре	Reports		Description		As Of Date	Date Created		
Single	Gross Profit C				02/29/2016	02/15/2016 12:00:00 am		
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		Report Settings		~ X				
		Details						
		As of Date:	02/29/2016					
		Segment Filter		~				
		Suppress Zero:						
		Include Audit Adjustn	nent:					

- 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.

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This will open the selected record.
 Check the Show Report Settings checkbox before generating the selected report and Report Settings screen will be opened.

Report Builde	r						××
New Save	Search Delete	Undo Generate	Close				
Report Name: Row:	Income Statemer ISS	nt	•••		scription:	This is an Income Statement Summan	у.
Column:	Prev-Cur	1		Y Ori	ientation:	Portrait	~
As of Dat Segment Suppress	Close te: Filter:	12/31/2014				r: RF	
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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.

Financial Report Viewer	× ×
Print Add Refresh Close	
Filter Records (F3)	
Reports	
AA test 15.11.0406.152	
BS	
Income Statement - April 10, 2015 9:45:59	
Balance Sheet - April 10, 2015 9:48:16	
Income Statement	
Trial Balance Report Settings	× ×
Print Close	
As of Date:	04/14/2015
Segment Filter:	Group 1 - Loc 1000 👻
Suppress Zero:	
Include Audit Adjustment:	
🕜 🧕 🦹 Ready	

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

- From General Ledger module > Financial Reports folder > Financial Report Designer folder > double-click Financial Report Builder.
 The Search Report Builder screen will open. Select a report and click Open Selected toolbar button.
 This will open the selected record.

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4. Check the Show Report Settings checkbox before generating the selected report and Report Settings screen will be opened.

Report Builde	r										* >
New Save	Search Delete	Undo	Generate	Close							
New Save	Search Delete	: Olido	Generate	ciose							
Report Name:	Income State	ment					Descript	ion:	This	s is an Income Statement Summa	γ.
Row:	ISS					~					
Column:	Prev-Cur					~	Orientat	ion:	Por	trait	~
Report	Settings				××						
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Print 0	Close					~	🔽 Repor	rt Footer	r:	RF	🗸
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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.

Financial Reports
Print Add Refresh Close
Filter ecords (F3)
Reports
Income Statement
Balance Sheet - PrevCur
Trial Balance - September 11, 2014 16:3:50
ISS - PrevCur
Trial Balance
Balance Sheet - October 08, 2014 17:55:54
Report Settings
Print Close
As of Date: 12/31/2014
Segment Filter:
Suppress Zero:
Include Audit Adjustment: 🔲
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See How to Open Financial Reports to show you where to open this screen.