

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.

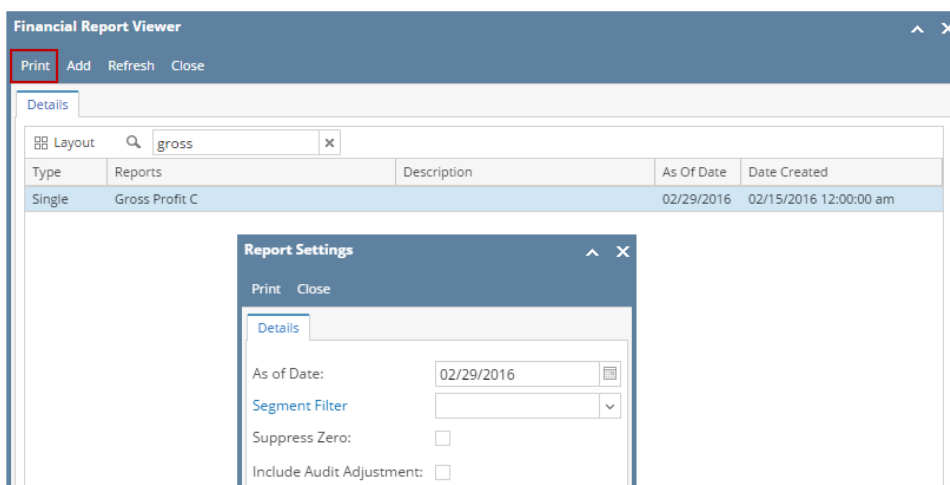
The screenshot shows the 'Report Builder - Gross Profit C' window. The 'Details' tab is active, showing fields for Report Name, Description, Row, Column, and Orientation. The 'Header & Footer' section has checkboxes for Page Header, Page Footer, Report Header, and Report Footer. The 'Margins' section has input fields for Top, Bottom, Left, Right, and Gutter. The 'Options' section has checkboxes for 'Show Default Header & Footer' and 'Show Report Settings', which is checked and highlighted with a red box.

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

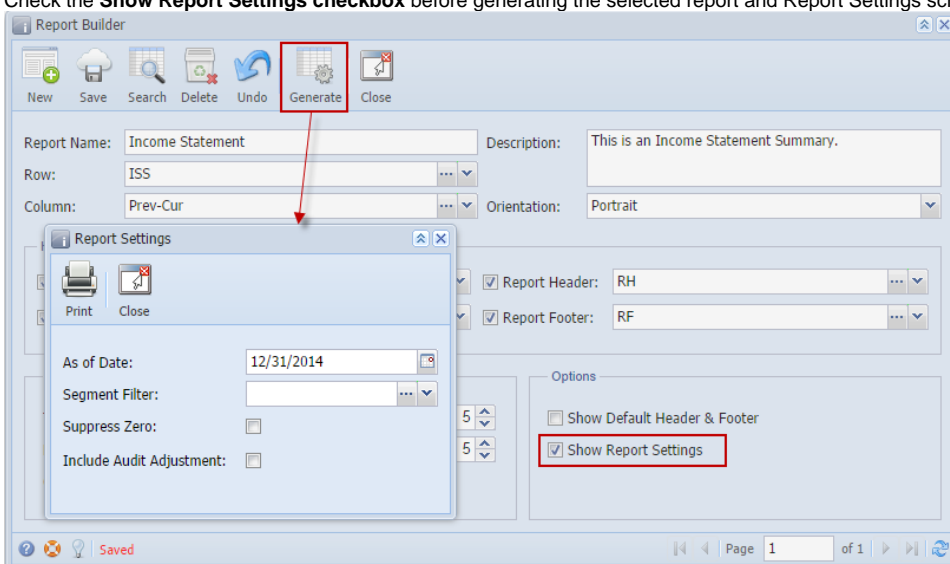
The screenshot shows the 'Report Builder - Gross Profit C' window with the 'Generate' button highlighted with a red box. The 'Report Settings' window is open, showing the 'Details' tab with fields for As of Date, Segment Filter, Suppress Zero, and Include Audit Adjustment.



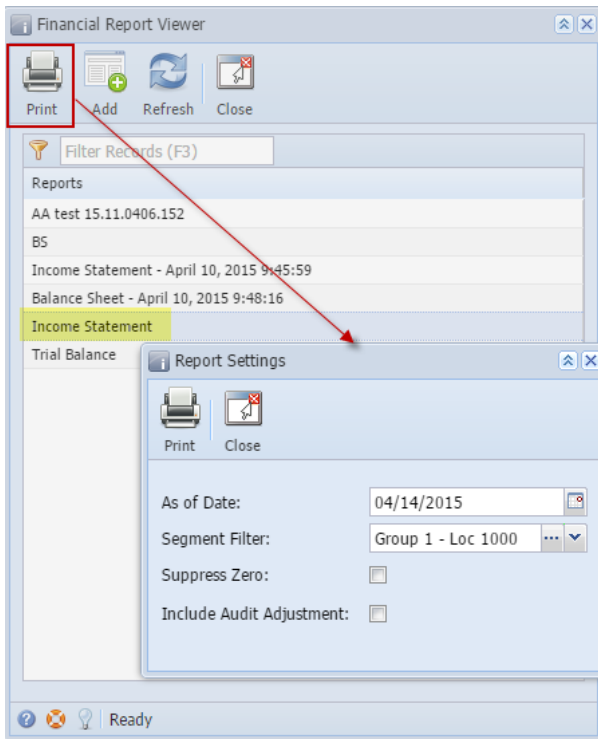
Once **Show Report Settings** checkbox is checked in the Report Builder screen for the selected report, the Report Setting screen will also be opened when you generated the report from Financial Report Viewer screen. See [How to Open Financial Reports](#) to guide you where to open this screen.



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.

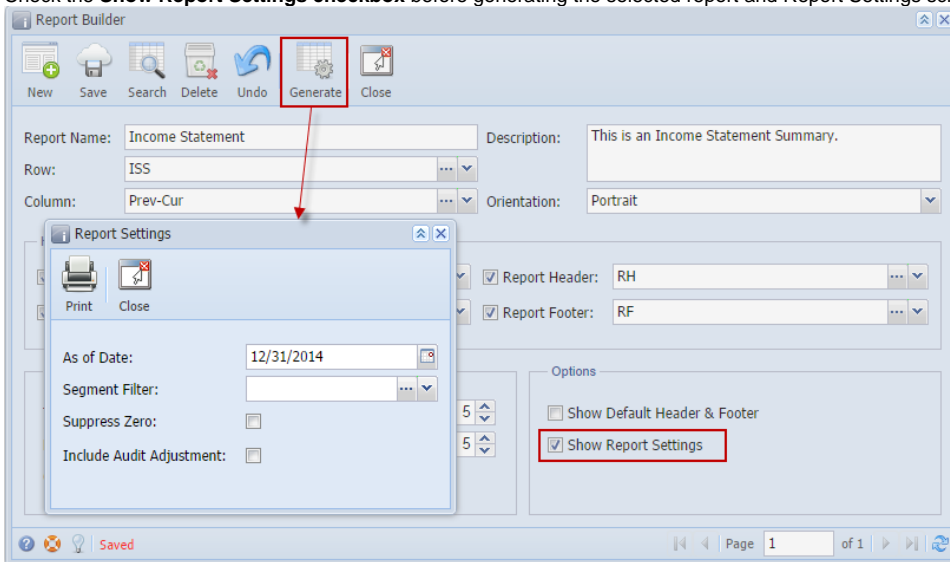


Once Show Report Settings checkbox is checked in the Report Builder screen, the Report Setting screen will also be opened when you generated the report from Financial Report Viewer screen.

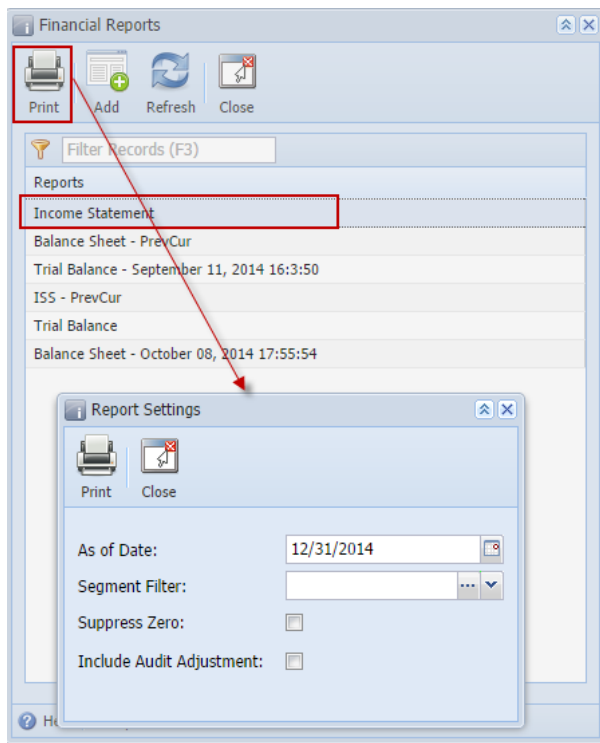


See [How to Open Financial Reports](#) to show you where to open this screen.

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.