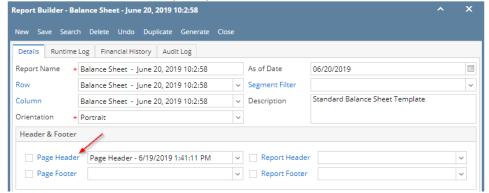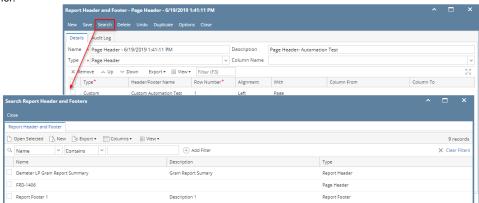# How to Search and Open header or footer record

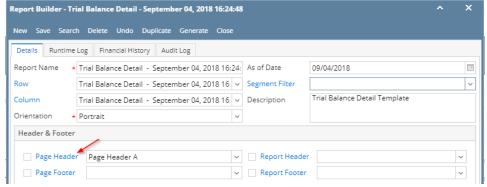1. From Financial Reports module > click on **Financial Report Builder menu**.
2. The **Report Builder search** will be opened. See Search to guide you on how to use the Search screen.
   a. If the report header or footer record you are looking for is assigned to a report, then look for that report open it. The Report Builder screen will be opened. Click on the **Page Header field label** to open the Report Header and Footer screen.

   b. If the report header and footer record you are looking for is not assigned to a report, then continue to step 3.
3. Click **Search** to open the **Search Report Header and Footer screen** where you can find for the report header and footer record you are looking for.
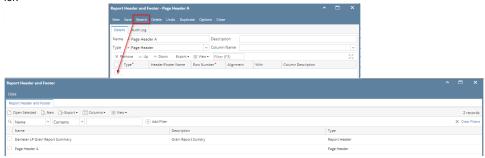

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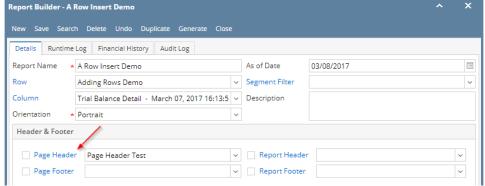

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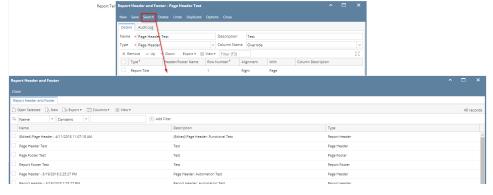
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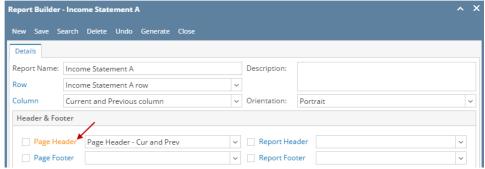

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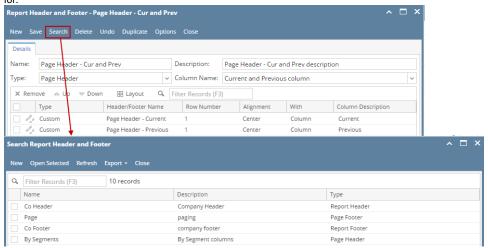

1. From Financial Reports module > Maintenance folder > double-click on **Report Header and Footer menu.**
2. The **Search Report Header and Footer screen** will open. See Search to guide you on how to use the Search screen.

1. From General Ledger module > Financial Reports folder > Financial Report Designer folder > double-click **Report Header and Footer**.
2. The **Search Report Header and Footer screen** will open. See Search to guide you on how to use the Search screen.