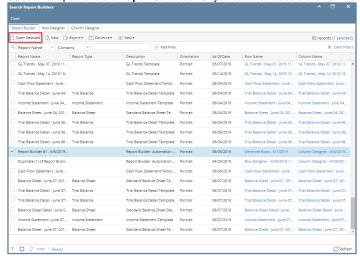
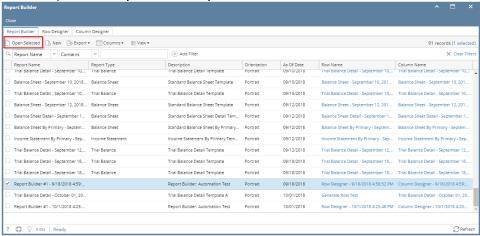
How to Search and Open financial report

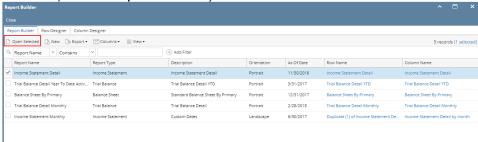
- 1. From Financial Reports module > click on **Financial Report Builder menu**.
- 2. The Report Builder search will be opened. See Search to guide you on how to use the Search screen.
- 3. Select the report and click Open Selected. Or you can also double-click on the selected record.



- 4. The Report Builder screen will be opened showing the selected record/s.
- 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.
- 3. Select the report and click Open Selected. Or you can also double-click on the selected record.

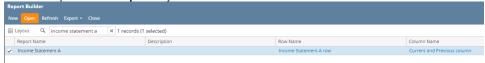


- 4. The Report Builder screen will be opened showing the selected record/s.
- 1. From Financial Reports module > click on Financial Report Builder menu.
- 2. The Report Builder search will be opened. See Search to guide you on how to use the Search screen.
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- 4. The Report Builder screen will be opened showing the selected record/s.
- 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.

3. Select the report and click **Open**. Or you can also double-click on the selected record.



- 4. The Report Builder screen will be opened showing the selected record/s.
- 1. From Financial Reports module > Maintenance folder > double-click on Financial Report Builder menu.
- 2. The Search Report Builder 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 Financial Report Builder.
- 2. The Search Report Builder screen will open. See Search to guide you on how to use the Search screen.