How to Print a Report

There are two ways in Printing the Report: Print the whole report and Print the current page

Print the whole Report:

- 1. Preview a report. Refer to Report Viewer. 2. Click the Print toolbar button. The Print dialog will pop-up. Page 1 Pdf ▼ of 85 • iRely Grain and Ag Co Chart of Accounts Tuesday, August 05, 2014 11:40:02 PM Account ID Description Account Group Account Type 10120-0000 BANK WACHOVIA Asset Asset 10120-1001 BANK WACHOVIA -New Haven Grain Asset Asset 10120-1002 BANK WACHOVIA -Warsaw Grain Asset Asset 3. Setup the Print screen based on your requirement, then click the Print button. Widens Chart of Accounts Friday, March 6, 2015 07:54:07 AM iRely Grain and Ag Co Total: 156 sheets of paper Account ID Description Account Type Account Group Print Cancel Cash A Cash A Asset Asset Asset Asset Asset Asset Asset NATIONAL CIT PETTY CASH \\dennis\Brother DCP-7.. Change... CASH ON HAND W Admin CASH ON HAND W 10160-9005 10160-9008 Asset Asset Asset Asset All CASH OF Admin CASH OF 10160-9015 10170-0000 10180-0000 10180-0000 10201-0000 10203-0000 10205-0000 10205-0000 10206-0000 10206-0000 10215-0000 Asset 🔘 e.g. 1-5, 8, 11-13
- Print the current page of the Report:

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Portrait

Two-sided

Print using system dialog... (Ctrl+Shift+P)

Copies

Layou Option

- 1. Preview a report. Refer to Report Viewer.
- 2. Click the Print the current page toolbar button. The Print dialog will pop-up. - 📑 📑 🔍 📇 🏥 🚺 🔳 Page 1 ▼ of 1803 ▶ ▶ Pdf General Ledger by Account ID Detail iRely Grain and Ag Co Friday, March 6, 2015 07:46:30 AM Date Batch No Beg Baland Debit Credit End Balance Descript Record No Refen Documen Units Units Units Units Acct ID :10120-0000 - BANK WACHOVIA - Asset 140.88 08/01/2007 BATCH-68 ught Forwa 0.00 nce Brought F BBF 200712 0.000 0.000 0.000 0.000 08/01/2010 BATCH-74 -847,140.88 85,850.64 0.00 -761,290.24 Balance Brought Forward BBF 201012 Balance Brought Forward 0.000 0.00 0.000 0.00 0.000 1,446,000.00 0.000 0.000 -2,207,290.24 CHSI CHS INC 0.000 0.000 -761,290.24 09/01/2011 BATCH-82 AP 201201 CHSI CHS INC 09/01/2011 BATCH-82 -2,207,290.24 153,952.07 -2,361,242.31 CMC1 COUNTRYMARK CO AP 201201 CHSI CHS INC

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