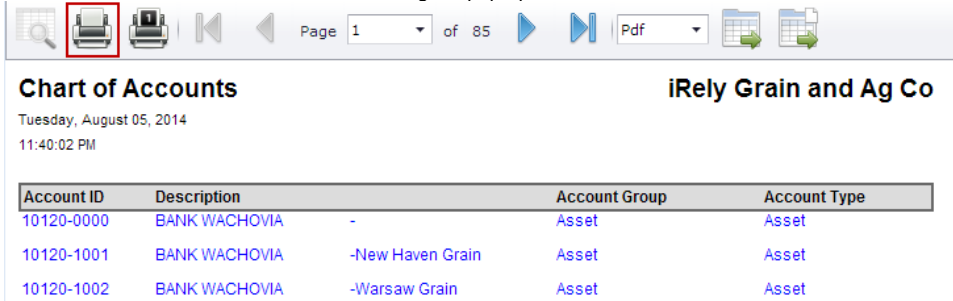


How to Print a Report

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

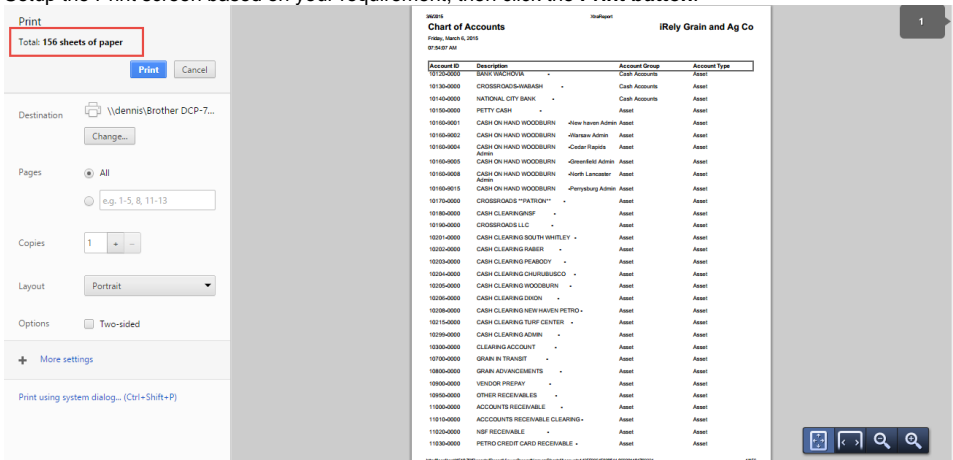
Print the whole Report:

1. Preview a report. Refer to [Report Viewer](#).
2. Click the **Print toolbar button**. The **Print** dialog will pop-up.



Account ID	Description	Account Group	Account Type
10120-0000	BANK WACHOVIA	-	Asset
10120-1001	BANK WACHOVIA	-New Haven Grain	Asset
10120-1002	BANK WACHOVIA	-Warsaw Grain	Asset

3. Setup the Print screen based on your requirement, then click the **Print button**.



Print

Total: 156 sheets of paper

Print Cancel

Destination: \\dennis\Brother DCP-7...
Change...

Pages: All
e.g. 1-5, 8, 11-13

Copies: 1

Layout: Portrait

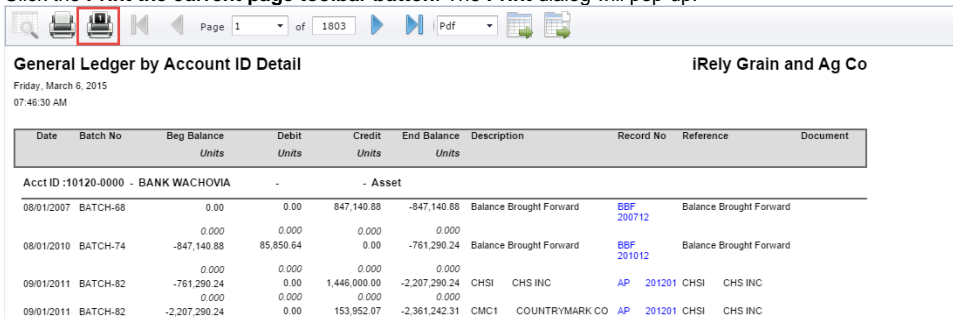
Options: Two-sided

+ More settings

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

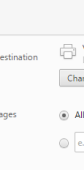
Print the current page of the Report:

1. Preview a report. Refer to [Report Viewer](#).
2. Click the **Print the current page toolbar button**. The **Print** dialog will pop-up.



Date	Batch No	Beg Balance	Debit Units	Credit Units	End Balance	Description	Record No	Reference	Document
Acct ID : 10120-0000 - BANK WACHOVIA									
- Asset									
08/01/2007	BATCH-68	0.00	0.00	847,140.88	-847,140.88	Balance Brought Forward	BDF 200712	Balance Brought Forward	
		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	BDF 201012	Balance Brought Forward	
		0.000	0.000	0.000	0.000				
09/01/2011	BATCH-82	-761,290.24	0.00	1,446,000.00	-2,207,290.24	CHSI CHS INC	AP 201201	CHSI CHS INC	
		0.000	0.000	0.000	0.000				
09/01/2011	BATCH-82	-2,207,290.24	0.00	153,952.07	-2,361,242.31	CMC1 COUNTRYMARK CO	AP 201201	CHSI CHS INC	
		0.000	0.000	0.000	0.000				

3. Setup the Print screen based on your requirement, then click the **Print button.**



Print

Total: 1 sheet of paper

Print Cancel

Destination \\deniss\Brother DCP-7...
DCP-7030

Change...

Pages ☒ All
☐ e.g. 1-5, 8, 11-13

Copies 1 - +

Layout Portrait ▾

Options ☐ Two-sided

+ More settings

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

[illegible]