How to Add new financial report group record

- From Financial Reports module > click on Financial Report Group menu.
 This will open the Financial Report Group search.

- 4. This will open a blank Financial Report Group screen.
- 5. Enter Group Name and Description.
- 6. In the grid select the report you want to add to this financial report group.
- 7. Save the record. You can click Save or use the shortcut key Ctrl+S. In case you miss to save it and you click the Close or the x button at the top right corner of the screen or use the shortcut key Alt+X or Esc , i21 will prompt you if you would like to save it before closing the screen.