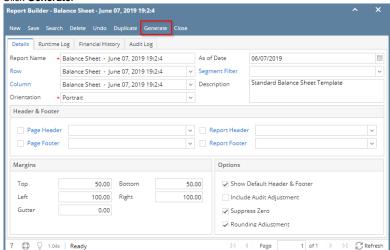
How to Print Report from the Report Builder screen

Follow the steps below on how to generate a report from the Report Builder screen.

- 1. Create a New financial report or Open an existing one.
- 2. Click Generate.

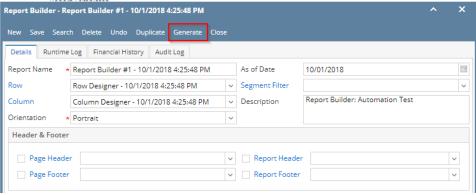




You may also print financial report from Financial Report Viewer screen. See How to Print Report from Financial Report Viewer screen.

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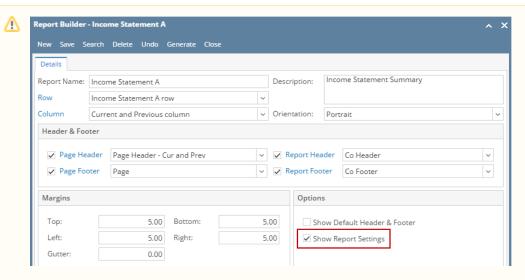


• You may also print financial report from Financial Report Viewer screen. See How to Print Report from Financial Report Viewer screen.

Follow the steps below on how to generate a report from the Report Builder screen.

- 1. Create a New financial report or Open an existing one.
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- If Show Report Settings checkbox is **checked**, the **Report Settings screen** will open and from there you can generate the report. See How to Show Report Settings screen before report preview.
- If Show Report Settings checkbox is **unchecked**, it will directly generate the report.
- You may also print financial report from Financial Report Viewer screen. See How to Print Report from Financial Report Viewer screen.