

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**.

Report Builder - Balance Sheet - June 07, 2019 19:2:4

New Save Search Delete Undo Duplicate **Generate** Close

Details Runtime Log Financial History Audit Log

Report Name: Balance Sheet - June 07, 2019 19:2:4 As of Date: 06/07/2019

Row: Balance Sheet - June 07, 2019 19:2:4 Segment Filter

Column: Balance Sheet - June 07, 2019 19:2:4 Description: Standard Balance Sheet Template

Orientation: Portrait

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

Margins

Top: 50.00 Bottom: 50.00

Left: 100.00 Right: 100.00

Gutter: 0.00

Options

☒ Show Default Header & Footer

☐ Include Audit Adjustment

☒ Suppress Zero

☒ Rounding Adjustment

1.04s Ready Page 1 of 1 Refresh



- 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.
2. Click **Generate**.

Report Builder - Report Builder #1 - 10/1/2018 4:25:48 PM

New Save Search Delete Undo Duplicate **Generate** Close

Details Runtime Log Financial History Audit Log

Report Name: Report Builder #1 - 10/1/2018 4:25:48 PM As of Date: 10/01/2018

Row: Row Designer - 10/1/2018 4:25:48 PM Segment Filter

Column: Column Designer - 10/1/2018 4:25:48 PM Description: Report Builder: Automation Test

Orientation: Portrait

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer



- 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.
2. Click **Generate**.

Report Builder - Income Statement A

New Save Search Delete Undo **Generate** Close

Details

Report Name: Income Statement A Description: Income Statement Summary

Row: Income Statement A row

Column: Current and Previous column Orientation: Portrait



Report Builder - Income Statement A

New Save Search Delete Undo Generate Close

Details

Report Name: Income Statement A Description: Income Statement Summary

Row: Income Statement A row

Column: Current and Previous column Orientation: Portrait

Header & Footer

☒ Page Header Page Header - Cur and Prev ☒ Report Header Co Header

☒ Page Footer Page ☒ Report Footer Co Footer

Margins

Top: 5.00 Bottom: 5.00

Left: 5.00 Right: 5.00

Gutter: 0.00

Options

☐ Show Default Header & Footer

☒ Show Report Settings

- 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](#).