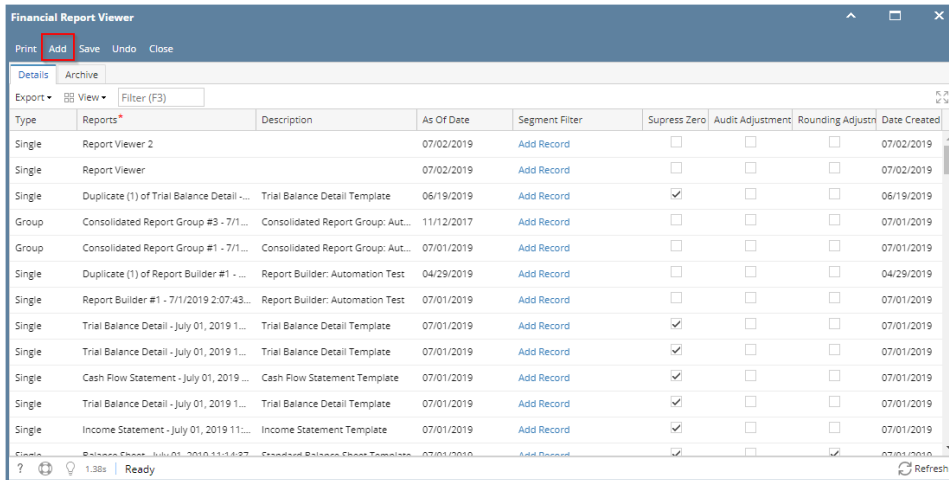
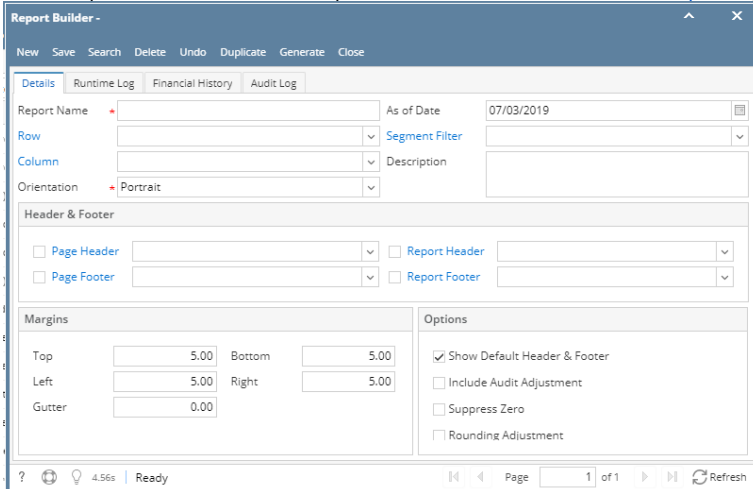


# How to Add new financial report

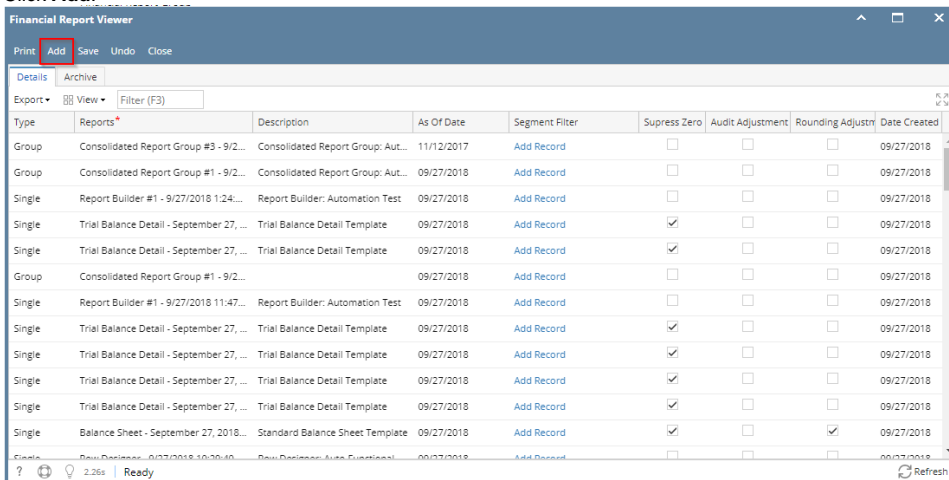
1. Open **Financial Reports Viewer** screen. See [How to Open Financial Report Viewer screen.](#)
2. Click **Add**.



3. A new Report Builder screen will be opened. See [How to Build a Financial Report](#) to guide you how to build financial report.



1. Open **Financial Reports Viewer** screen. See [How to Open Financial Report Viewer screen.](#)
2. Click **Add**.



3. A new Report Builder screen will be opened. See [How to Build a Financial Report](#) to guide you how to build financial report.

**Report Builder -**

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name \* As of Date 10/08/2018

Row Segment Filter

Column Description

Orientation \* Portrait

**Header & Footer**

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

**Margins**

Top 5.00 Bottom 5.00

Left 5.00 Right 5.00

Gutter 0.00

**Options**

☒ Show Default Header & Footer

☐ Include Audit Adjustment

☐ Suppress Zero

☐ Rounding Adjustment

? 0.13s Ready 1 of 1 Refresh

1. Open **Financial Reports Viewer** screen. See [How to Open Financial Report Viewer screen](#).
2. Click **Add**.

**Financial Report Viewer**

Print Add Save Undo Close

Details Archive

Export View Filter (F3)

Type	Reports	Description	As of Date	Segment Filter	Suppress Zero	Audit Adjustment	Rounding Adjustment	Date Created
Group	Consolidated Report Group #1 - 5/2...	Consolidated Report Group: Aut...	05/02/2018	<a href="#">Add Record</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/02/2018
Single	Duplicate (6) of Report Builder #1 - ...	Report Builder: Automation Test	03/26/2018	<a href="#">Add Record</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/26/2018
Single	Report Builder #1 - 5/2/2018 10:35...	Report Builder: Automation Test	05/02/2018	<a href="#">Add Record</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/02/2018
Single	Row Designer - 5/2/2018 10:23:22 AM	Row Designer: Automation Test	05/02/2018	<a href="#">Add Record</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/02/2018
Single	Trial Balance Detail - April 30, 2018 ...	Trial Balance Detail Template	04/30/2018	<a href="#">Add Record</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/30/2018
Single	Trial Balance Detail - April 30, 2018 ...	Trial Balance Detail Template	04/30/2018	<a href="#">Add Record</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/30/2018
Single	Income Statement - April 30, 2018 1...	Income Statement Template	04/30/2018	<a href="#">Add Record</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/30/2018

3. A new Report Builder screen will be opened. See [How to Build a Financial Report](#) to guide you how to build financial report.

**Report Builder -**

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name \* As of Date 05/03/2018

Row Segment Filter

Column Description

Orientation \* Portrait

**Header & Footer**

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

**Margins**

Top 5.00 Bottom 5.00

Left 5.00 Right 5.00

Gutter 0.00

**Options**

☒ Show Default Header & Footer

☐ Include Audit Adjustment

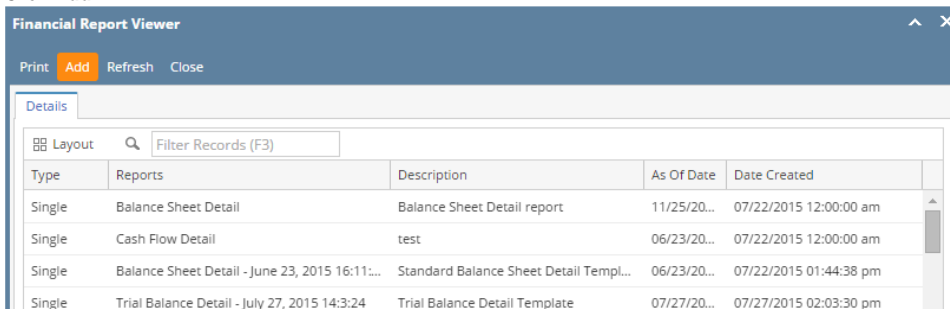
☐ Suppress Zero

☐ Rounding Adjustment

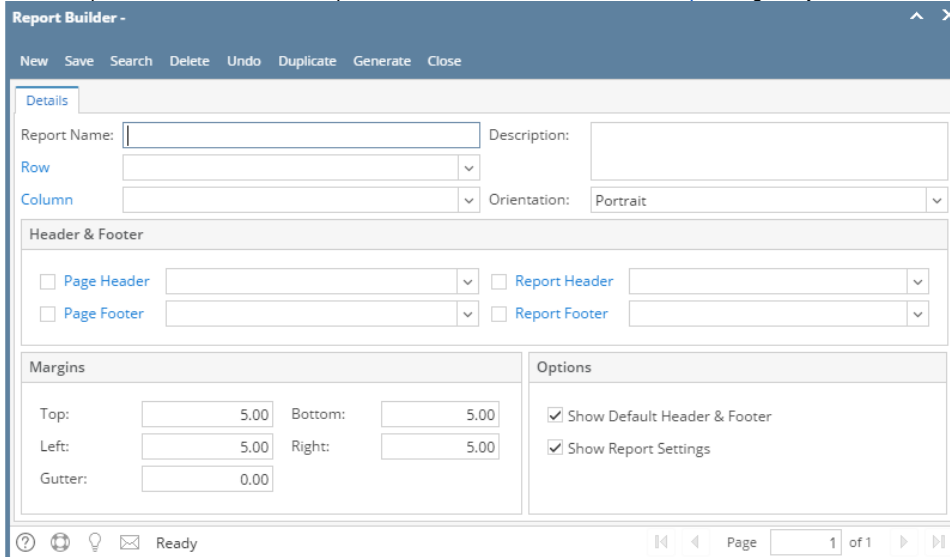
? 0.09s Ready Page 1 of 1 Refresh

1. Open **Financial Reports Viewer** screen. See [How to Open Financial Report Viewer screen](#).

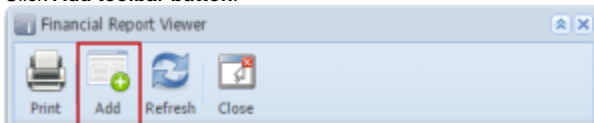
2. Click **Add**.



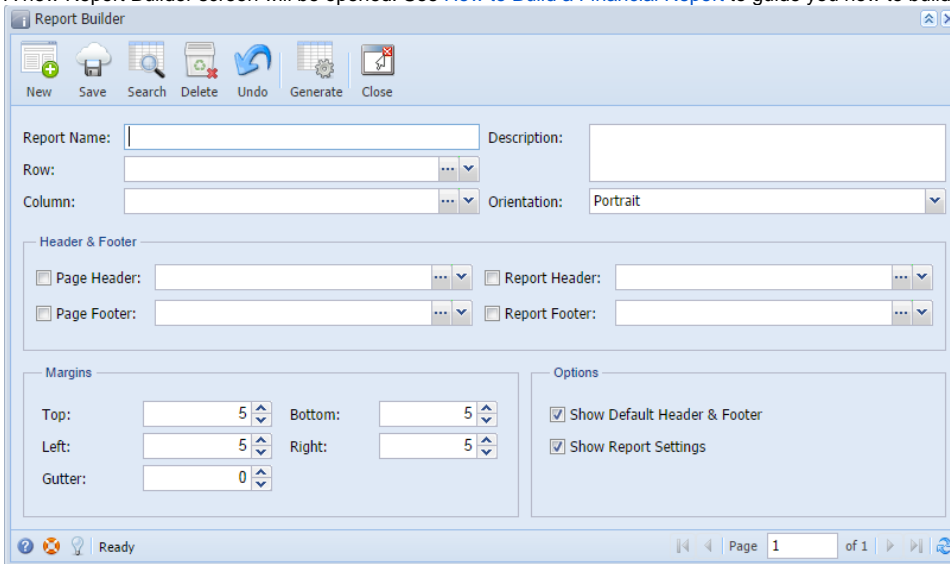
3. A new Report Builder screen will be opened. See [How to Build a Financial Report](#) to guide you how to build financial report.



1. Open **Financial Reports Viewer** screen. See [How to Open Financial Report Viewer screen](#).
2. Click **Add** toolbar button.

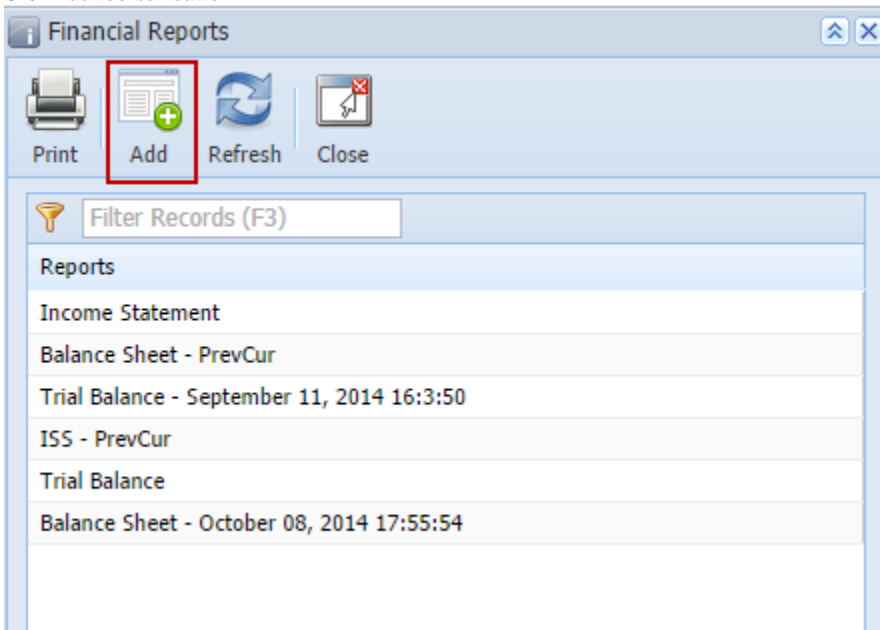


3. A new Report Builder screen will be opened. See [How to Build a Financial Report](#) to guide you how to build financial report.



1. Open **Financial Reports** screen. See [How to Open Financial Report Viewer screen](#).

2. Click **Add toolbar button**.



3. A new Report Builder screen will be opened. See [How to Build a Financial Report](#) to guide you how to build financial report.

