

In the next screen you can verify that the report has the information you want. If the report is not correct you can click “close” and select new options for your report. If the report is correct, click on the printer icon in the top left corner. You can also click on the “Print All Reports” link if you are previewing multiple reports.

The screenshot shows a 'Print Preview' window with a toolbar at the top. The toolbar includes a printer icon (circled in red), a 'Print All Reports...' button, a 'Refresh' button, and a 'Close' button (also circled in red). The main content is a financial report titled 'ABC Test Church General Ledger - Separate Debits and Credits' for the period 'December 1, 2020 - December 31, 2020'. The report is a table with columns for Date, Reference, Description, Beginning Balance, Debit, Credit, and Period End Balance. It lists various accounts such as Main Checking, General Checking, Savings, Payroll, Accounts Receivable, Prepaid Expenses, Land, Buildings, Equipment, Accounts Payable, Federal Withholding Payable, State Withholding Payable, and City Taxes Payable, each with its respective beginning and ending balances and zeroed-out debit and credit columns.

Date	Reference	Description	Beginning Balance	Debit	Credit	Period End Balance
1010	Main Checking		(185,263.68)			
		Totals for 1010		0.00	0.00	(185,263.68)
1020	General Checking KCB 1111 CKG		(18,078.16)			
		Totals for 1020		0.00	0.00	(18,078.16)
1030	Savings		0.00			
		Totals for 1030		0.00	0.00	0.00
1040	Checking - Payroll		0.00			
		Totals for 1040		0.00	0.00	0.00
1110	Accounts Receivable		10,200.00			
		Totals for 1110		0.00	0.00	10,200.00
1350	Prepaid Expenses		0.00			
		Totals for 1350		0.00	0.00	0.00
1500	Land		0.00			
		Totals for 1500		0.00	0.00	0.00
1510	Buildings		0.00			
		Totals for 1510		0.00	0.00	0.00
1520	Equipment		0.00			
		Totals for 1520		0.00	0.00	0.00
2005	Accounts Payable		(6,594.14)			
		Totals for 2005		0.00	0.00	(6,594.14)
2010	Federal Withholding Payable		(134.89)			
		Totals for 2010		0.00	0.00	(134.89)
2020	State Withholding Payable		(5.00)			
		Totals for 2020		0.00	0.00	(5.00)
2030	City Taxes Payable		0.00			
		Totals for 2030		0.00	0.00	0.00

Once you click on the print icon you have two choices.

1. print your report to a local printer or
2. save your report as a PDF, Excel file, or rich text file to your computer. You can also do both simultaneously.

The screenshot shows a 'Print' dialog box with the following options:

- Page Numbering:**
 - Continue page numbering across reports/profiles
 - Starting page number: 1
- Printer:**
 - Output to printer: \\Mmsdc0114014ID2
 - Page range:
 - All
 - Current page
 - Pages: []
 - Number of copies: 1
 - Duplex
 - Enter page numbers and/or page ranges separated by commas. For example, 3,6,8-10
- FileCabinet CS:**
 - Output to FileCabinet CS []
- File:**
 - Output to file: Microsoft Excel (*.xlsx) [Password Protect...]
 - Destination: \\tsclient\Desktop [...]
 - Open file when complete

Buttons: OK, Cancel