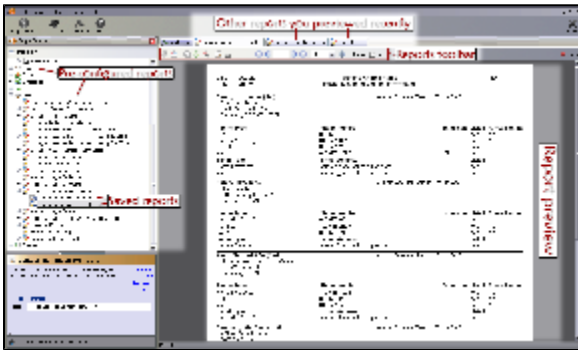




The Reports Window

In the ACS reports window, you can select pre-configured reports for each area of ACS People and Financial suites. You can customize, preview, save these reports, and much more.

Here's a visual overview of the Reports window.



1. Open and log in to ACS People Suite.
 2. Under **Searches and Reports**, click the **Reports** tab.
 3. Select the area you want to generate a report for and click **Go** .
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1. Open and log in to ACS Financial Suite.
 2. Under **Generate Reports**, click the **Reports** tab.
 3. Select the area you want to generate a report for and click **Go** .