

## Customizing Reports

ACS reports are highly customizable. Not all customization options are available for all reports.

1. In the [Reports window](#), select the report you want to customize
2. If customizing a [Contributions](#) or [Financial Suite](#) report, select the appropriate date range in the lower sidebar.
3. Click **Customize**.
4. Select the options you want to display on your report. To learn about these customization options, see the [ACS User Guide](#) and select the area you are working in.
5. To display your report, click **Preview**.