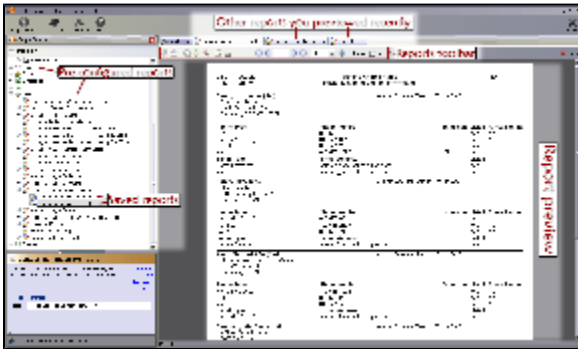




## The Reports Window

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** .

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** .