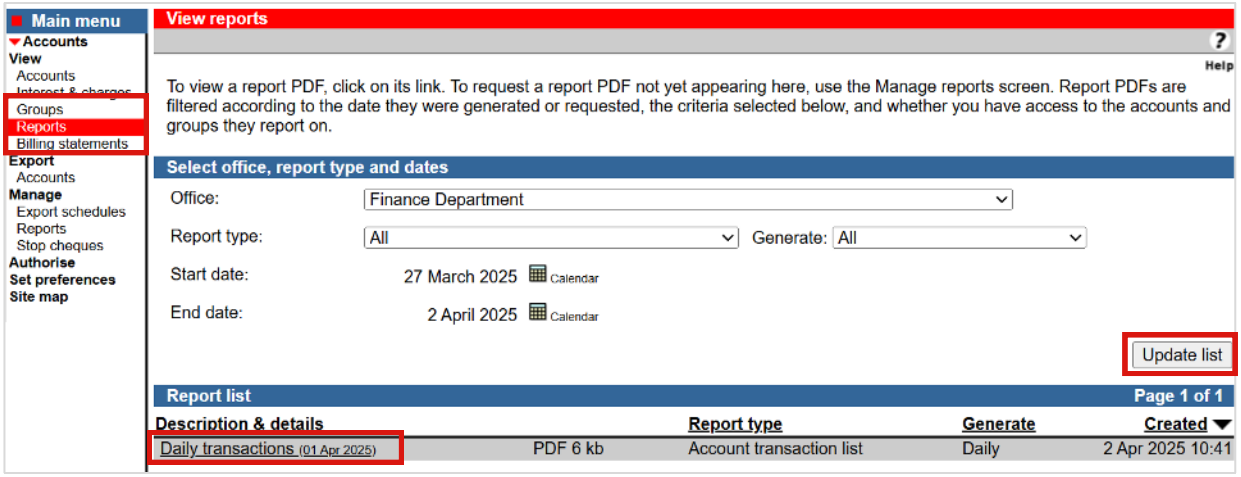
Viewing reports.

Follow this guide to view reports in Accounts.

To perform this procedure, you require access to the View and print transaction information feature and to an Office and those Groups / Accounts included in the report.

1. From the Accounts menu, select Reports under the View heading.

   A list of reports produced for the past 7 days are displayed.



2. Complete any of the following:
   - Filter the list of reports by changing the Office, Report type, Generate, State date and End date and then selecting Update list.
   - Select the Description & details link to view the report in Adobe Portable Document format (PDF).
     - Use the Adobe Reader to print or save the report.