

# Approved Association Reports

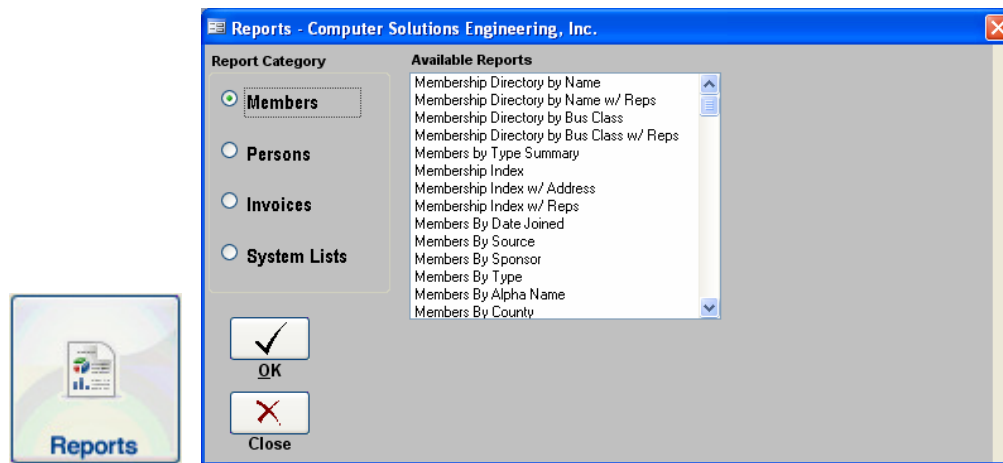
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## Reports

Launch Approved Association and if prompted enter your Logon information to view the Main Menu.

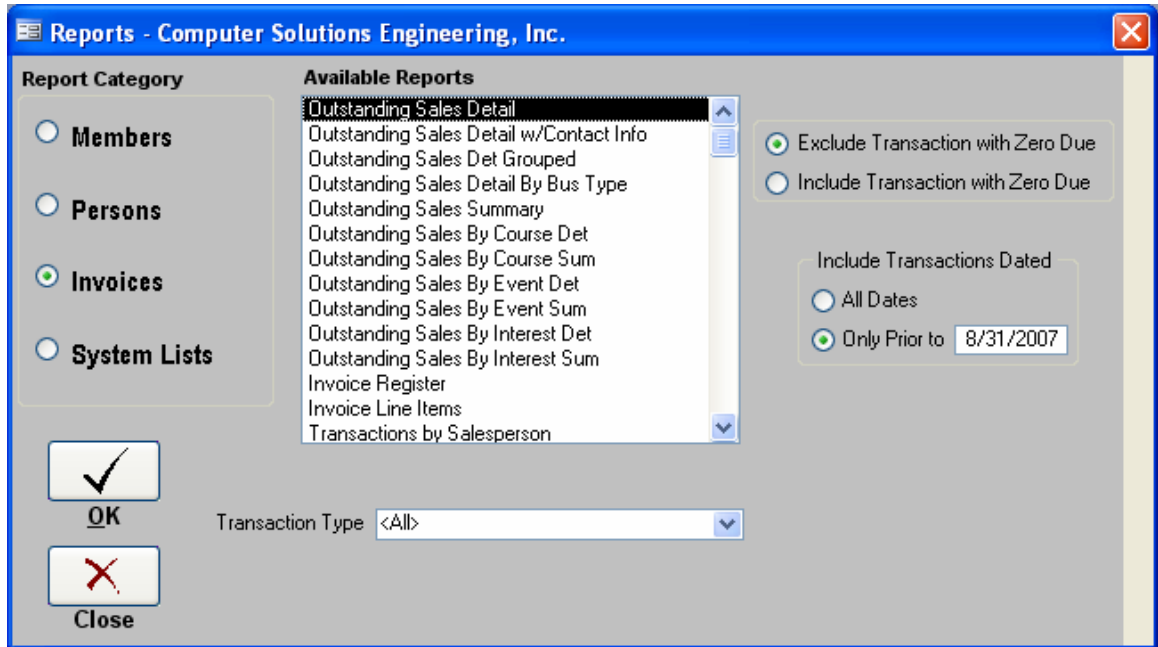
On the Main Menu, click the **Reports** button which will then open the **Reports** form.

The Reports option offers a wide variety of predefined reports that can be previewed, printed, or emailed. The left side of the form displays different categories. Click a category to change the list of available reports. Click a report and selections criteria relevant to that particular report you would like displayed.



## Members, Persons (comp/rep mode only), Invoices, System List

As mentioned above the report section offers a wide variety of predefined reports that can be previewed, printed, or emailed. These reports are broken up in different categories such as Members, Persons (found only in companies/representative mode), Invoices, System List. Below you will find an example of creating a report for all outstanding invoices in Approved Association.



In the example above the "Outstanding Sales Detail" report has been selected and the criteria has been changes from including all members to including only members that has an outstanding invoice prior to 8/31/07 .



After clicking **OK** to run a report the "Select Output Device" form will be displayed. **Preview** displays the report on screen, **Print** sends the report to your default printer, **Print to** lets you choose a printer, and **Send** lets you send the report as an attachment to an email.

**Note: The illustration above which displayed steps on creating your report are the steps that you will take to create any report found within each category. The criteria selection differs for some reports.**