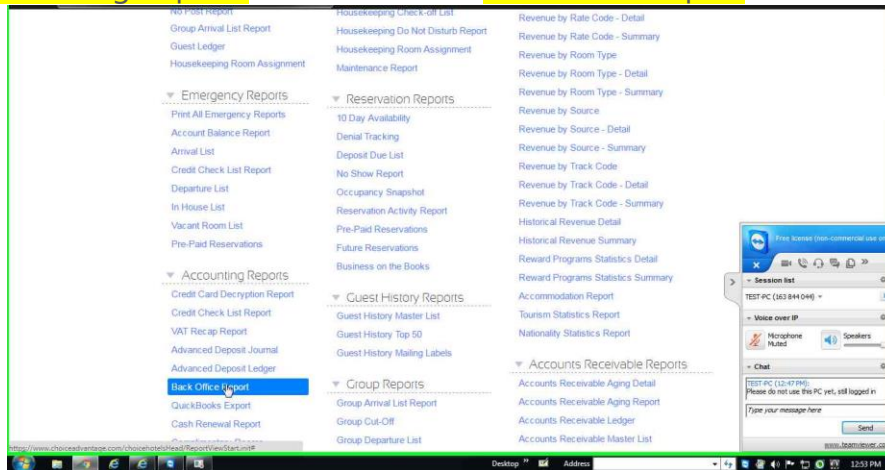


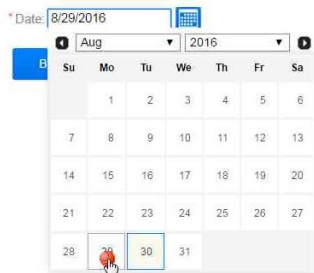
Click on Reports

Go to the **Accounting Reports** list, click on the **Back Office Report**



Make sure the date is yesterday or date you are trying to generate, click the **SUBMIT** button.

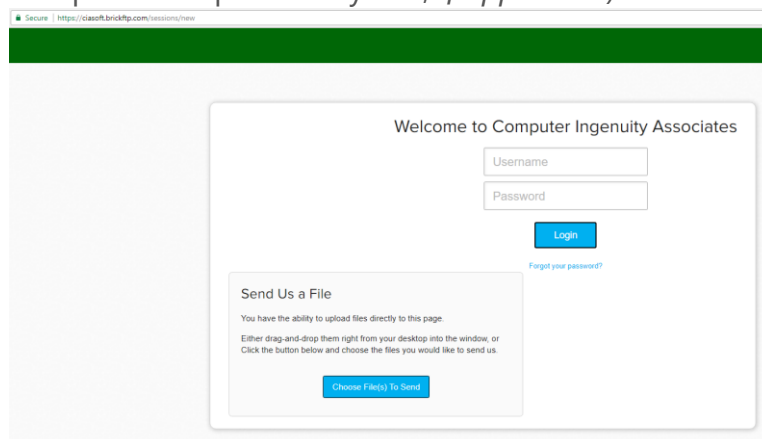
Back Office Report



Back Office Report



Once report is generated, open a new internet window to <https://ciasoft.brickftp.com> (using username and password provide by CIA, *if applicable*)



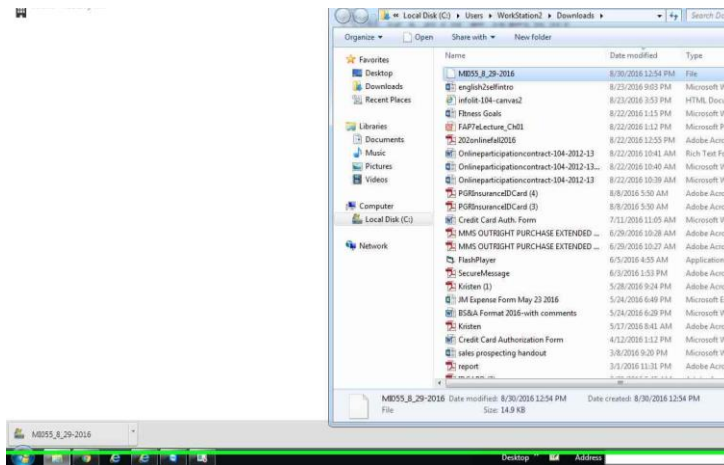
Click on "Show in folder"

Back Office Report

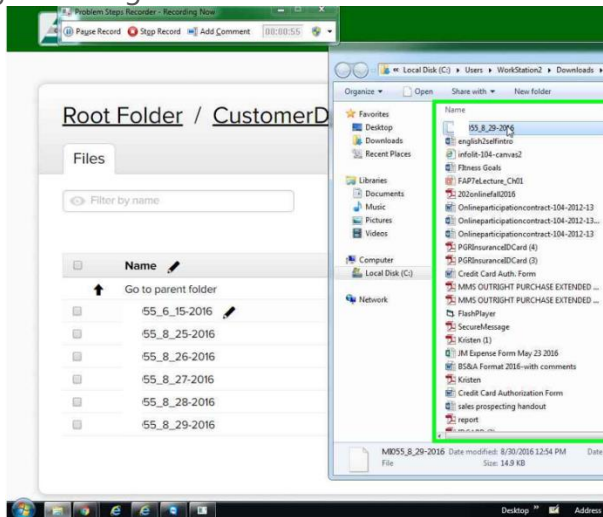
Date: 8/29/2016



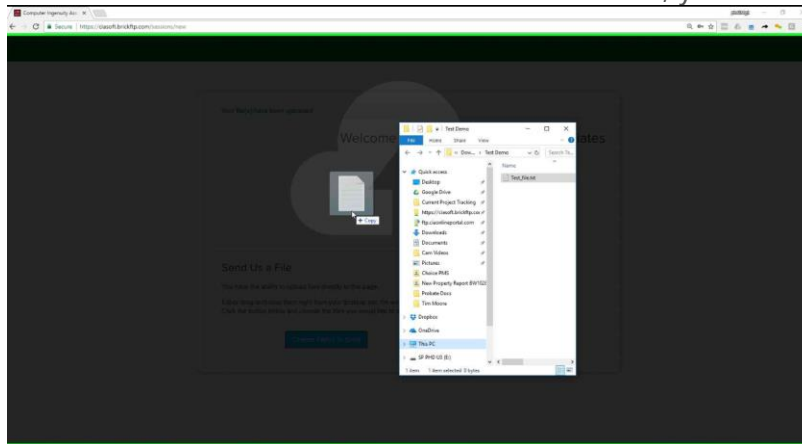
This will open a window with the file.



Use mouse to drag the new generated file to the website in the other window.



Once you have moved the file over to the website window, you can drop the file.



Once you have confirmed that the file is there, you can close the website window.

