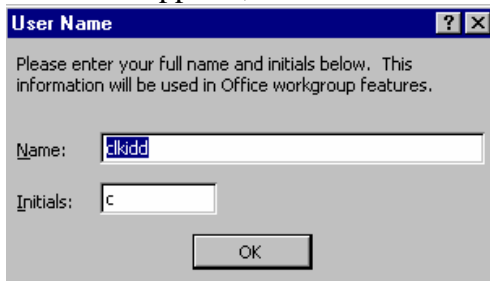


Accessing Chargeback Reports on the Shared Citrix (S:) Drive

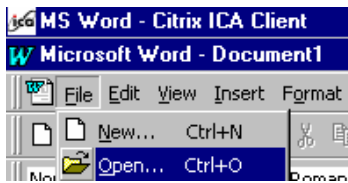
To access your Chargeback report, log in to Citrix and click on the Microsoft Word Icon.



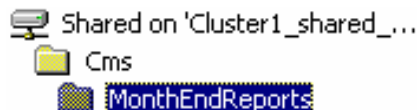
If this box appears, click ok



Click or select File, Open.



The default will be the Month End Reports folder on the Shared drive.



Open the appropriate Fiscal Year folder and your Dept ID folder.

Open your Chargeback Report. You may save to your hard drive , or print if needed. If there is not a report in the folder for the most recent month end, you had no Chargebacks for that month.

