

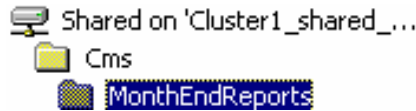
# Accessing Mustang Graphics Reports on the Shared Citrix (S:) Drive

To access your Mustang Graphics report, log in to Citrix and click on the Microsoft Excel Icon.



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 Mustang Graphics Report(s). 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 charges from Mustang Graphics for that month.

