

Instructions for Accessing Financial Reports

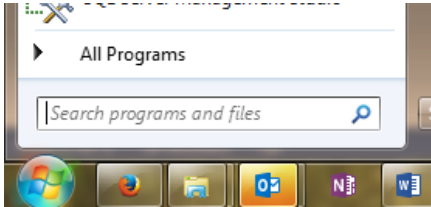
To access the pre-populated AX financial reports, connect to the shared folder. This access will need to be done from a University, Children's or UCH network (not guest networks). The CU VPN will also work for access.

The link for this resource is: \\files.cumedicine.us\Shared_Affiliates\Finance\AX

PC Access:

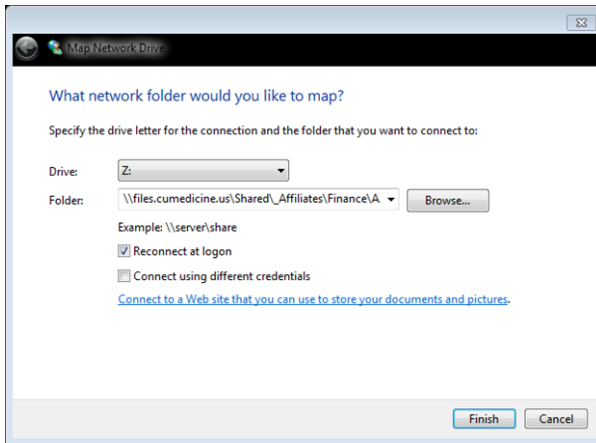
Option 1: For on demand access

- Start button – search programs and files, enter the full link and press enter.

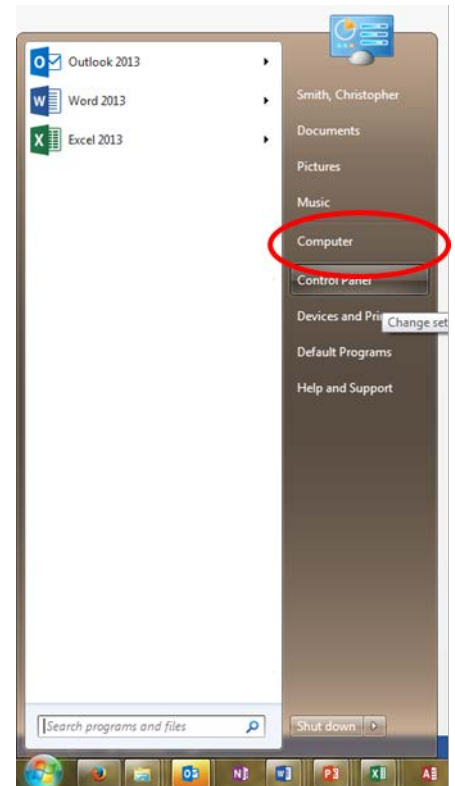


Option 2: To always have the drive accessible

- Map the shared folder
 - Right click on the computer menu item on the right side of your start menu
 - Select **Map Network Drive...**
 - Paste the link above in the folder box

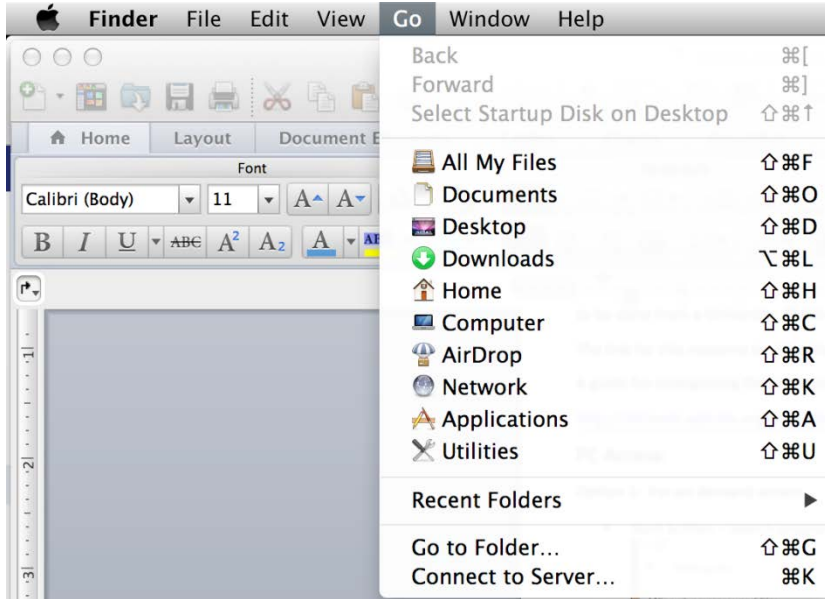


- Make sure Reconnect at login is checked
- Click Finish

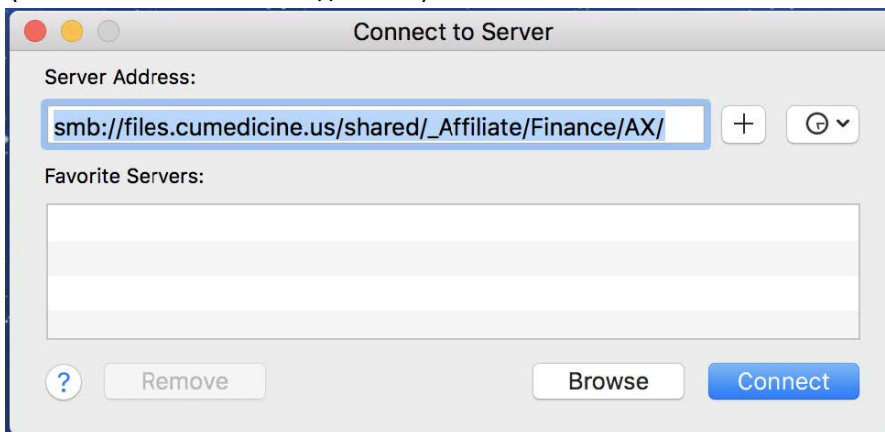


Mac Access:

- In the Finder menu, click Go and select Connect to Server.



- In the server address box enter the server name `smb://files.cumedicine.us/Shared/_Affiliate/Finance/AX/` (note the direction of the // marks) and click connect.



- Enter your appropriate credentials and click connect.

