**HOW TO GENERATE YOUR FINACIAL REPORTS FROM THE WCNR ACCOUNTING SYSTEM**

1. Login to the WCNR Intranet using Internet Explorer 8+

[http://warnercnr.colostate.edu](http://warnercnr.colostate.edu) -> Home -> College Resources WCNR Intranet

2. Once logged in, you may select *#6. Accounting* **OR** choose *Accounting* from the top menu bar

3. Once at the Accounting home page you will need to set up a few things the first time.

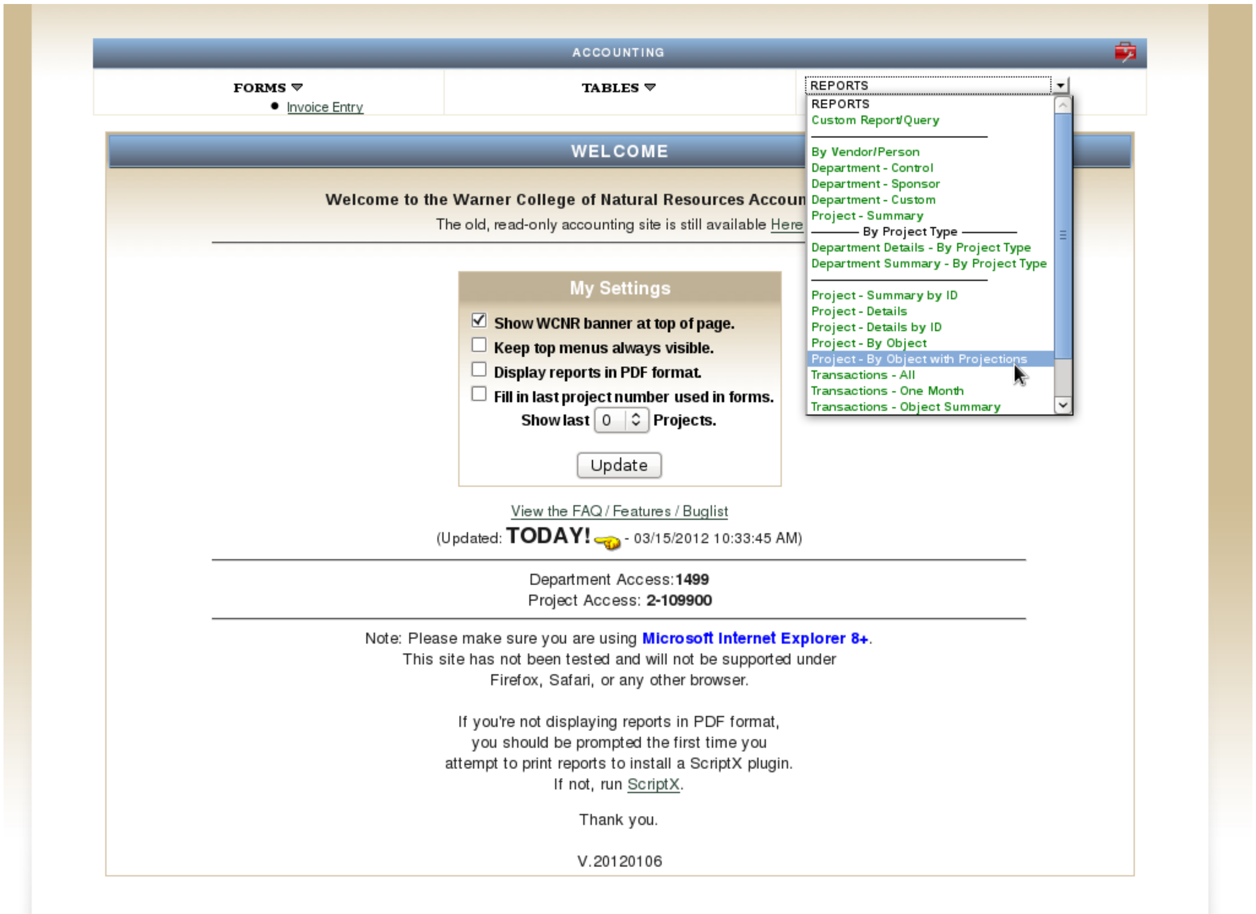

a. Check *Display reports in PDF format.*

b. Check (recommended) *Fill in last project number used in forms – show last 10 projects*. This will allow you to keep of list of the project numbers you frequent instead of having to look them up each time.

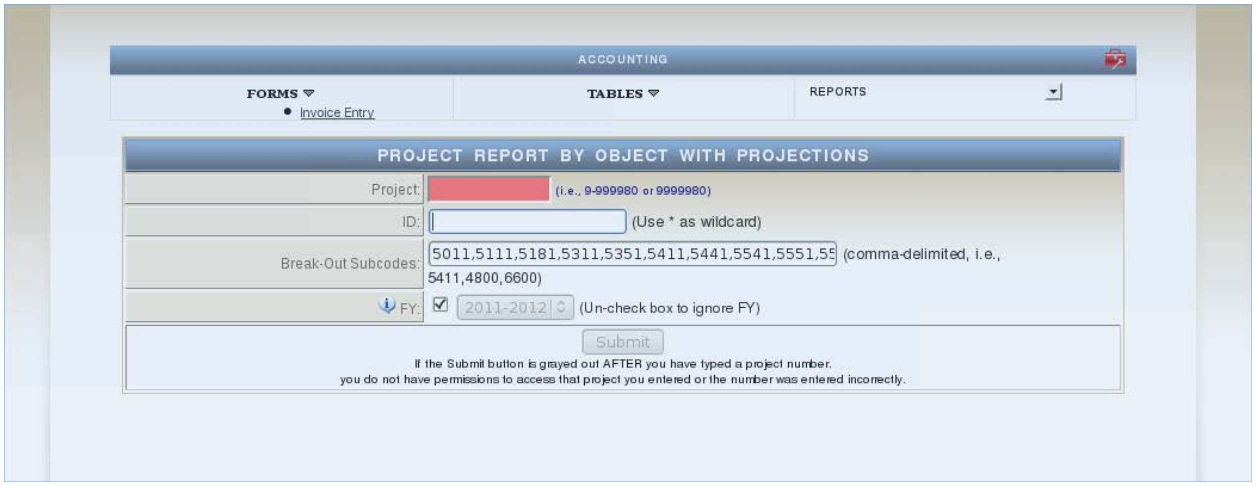
c. Click Update to accept these changes.

d. Below the *My Settings* box, you will see the department(s) and account(s) you have access to.

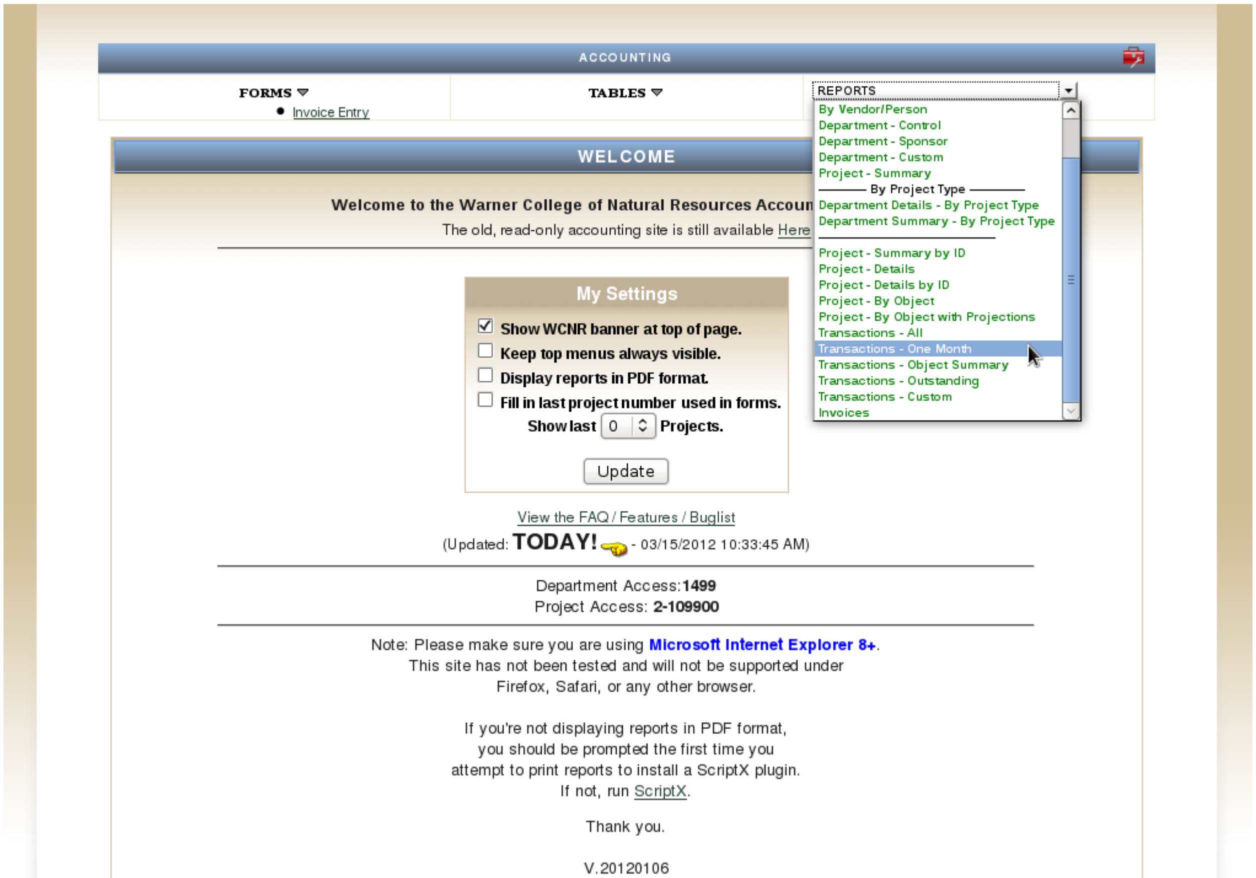
4. To pull the report that looks like our old tab 1, select the *REPORTS* drop down menu and choose *Project – By Object with Projections*.



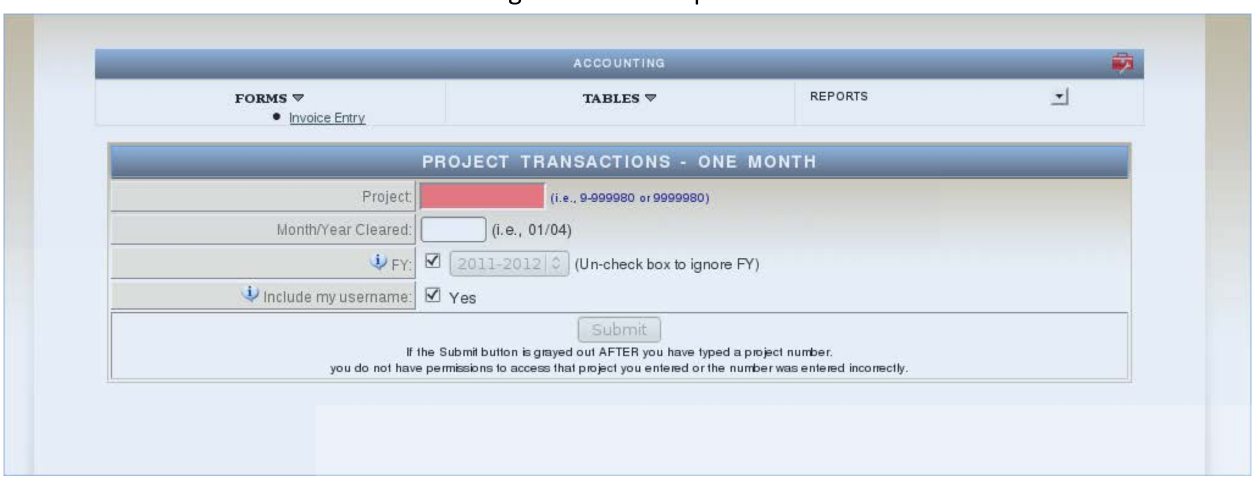
5. Once you have selected that report, you will enter your account number in the *project* field.  The *ID* field can be used if you have numerous sections in your account (see me if you need to confirm that your account has sections).  The *Break-Out Subcodes* field allows you to see all the individuals that are paid on your project (their budgets and their expenses), as well as your subawards.  If you are pulling a report for a 5-3 account, the FY field will grey out so you do not need to uncheck that box.  Click submit or hit enter to generate the report.  The report will open in a new window or a new tab depending on your IE settings.



6. To pull the report that looks like our old tabs 2 & 3, select the REPORTS drop down menu and choose *Transactions – One Month*.




7. Once you have selected that report, you will enter your account number in the *project* field. In the *Month/Year Cleared* field you will enter the two-digit month/two-digit year you want to look at (ex. 02/12 = February 2012). Again, if the account is a 5-3 account the FY will grey out so you do not need to uncheck that box. Click submit or enter to generate the report.




8. You must close and/or save a report before a new one will generate.