To view your research account(s):

- Go to https://obieeprod.cit.cornell.edu/analytics/saw.dll?dashboard

- Login with your Cornell netid and password

- At the top right of the screen you will see a link called “Dashboards”, click on that and you will get a pull down menu. Click on the bottom of the pull down menu where it says “WebFin2”

You will then be taken to the Web Financials homepage and see a screen that looks like the following:
1. At the “College/Division box, click on the arrow next to the box and choose “College of Arts and Sciences.”

2. At the “Department” box, click on the arrow next to the box and choose: “Romance Studies.”

3. At the Month box, choose a month for which you would like to see the balances/

4. On the extreme left side of the web page, click on the “View Accounts” box This will take you to a list of your accounts. You can choose various reports (including transactions for the month) by clicking the “View Reports” link at the right of the account.

NOTE: there is an additional report at the bottom of the View Accounts screen that will tell you if you have travel advances that have not been cleared.

Sent to all ROMS faculty April 2013