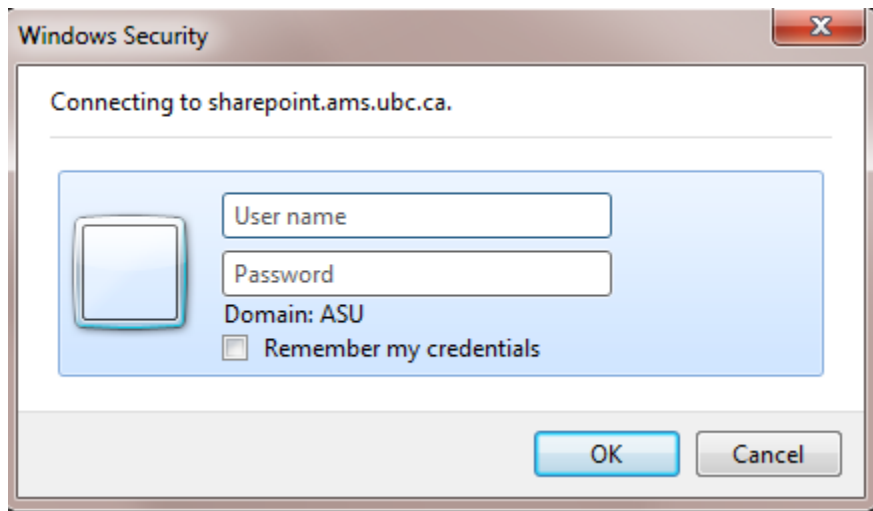
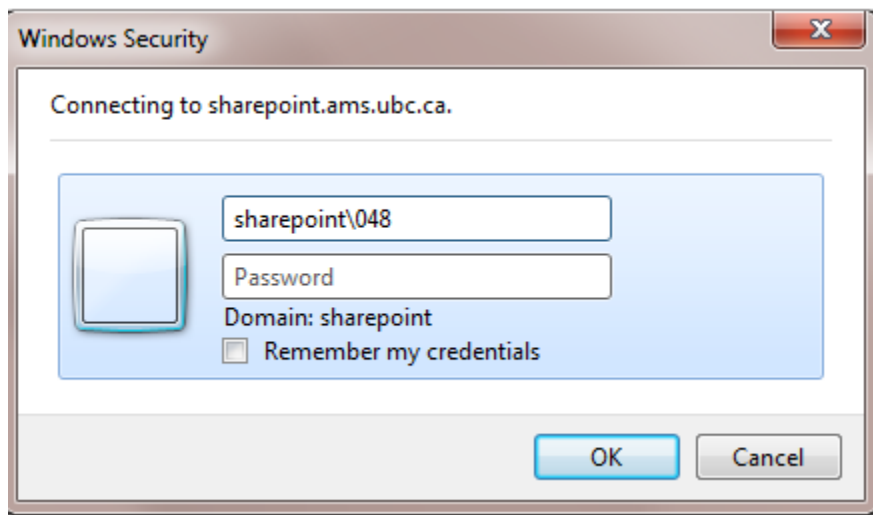


## Procedure to login to the AMS SharePoint (Financial Reporting) System

1. Open Internet Explorer
2. Type "sharepoint.ams.ubc.ca"




Input "SharePoint\AAA" where "AAA" is the username.



← → http://sharepoint.ams.ubc.ca/default.aspx Home - AMSONline

File Edit View Favorites Tools Help

AMSONline

 **AMSONline**

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**Discussions**

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**People and Groups**


 **Recycle Bin**

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**Announcements**

**New Fiscal Year**  
by Jeffrey Aschkinasi


**ATTENTION TREASURERS** The AMS' fiscal year for 2012-2013 has closed. All new transactions will be processed on the : weeks.

 [Add new announcement](#)

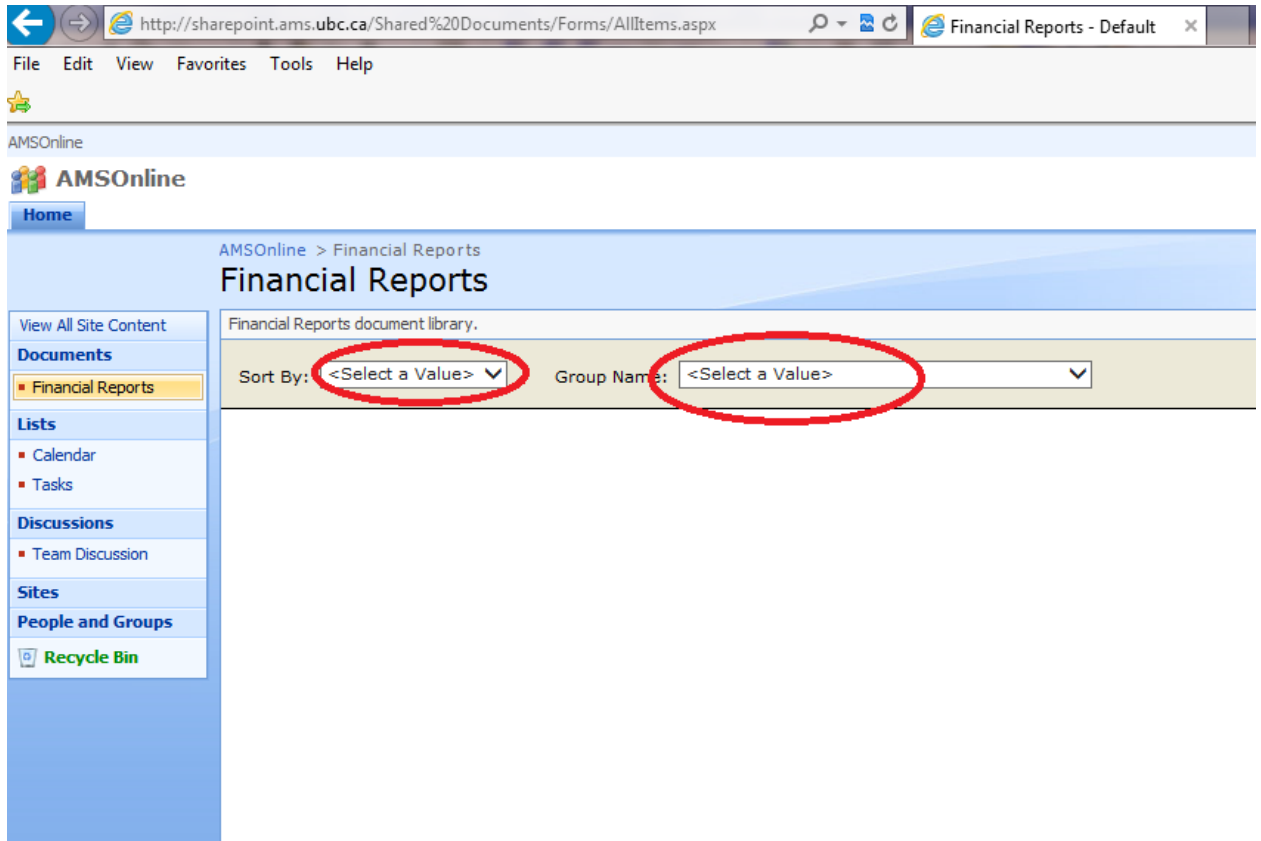
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**Calendar**

There are currently no upcoming events. To add a new event, click "Add new event".

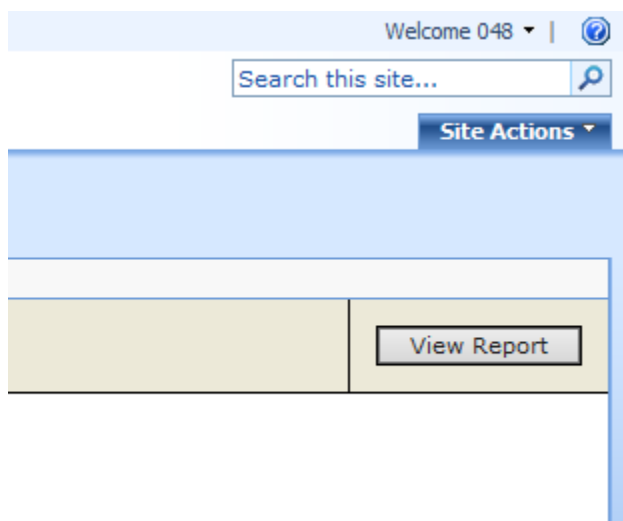
 [Add new event](#)

Click "Financial Reports".



Click "Select a Value", then "Group Name" to select an entity for generating report.

Click "View Report".



Click "Welcome AAA" where "AAA" is the username, and then sign out to logout the system.

