

## ARGOS FINANCE

Banner Finance reports using Argos





Log into 1600grand using Internet Explorer for PC users. Start at the Business Services tab.

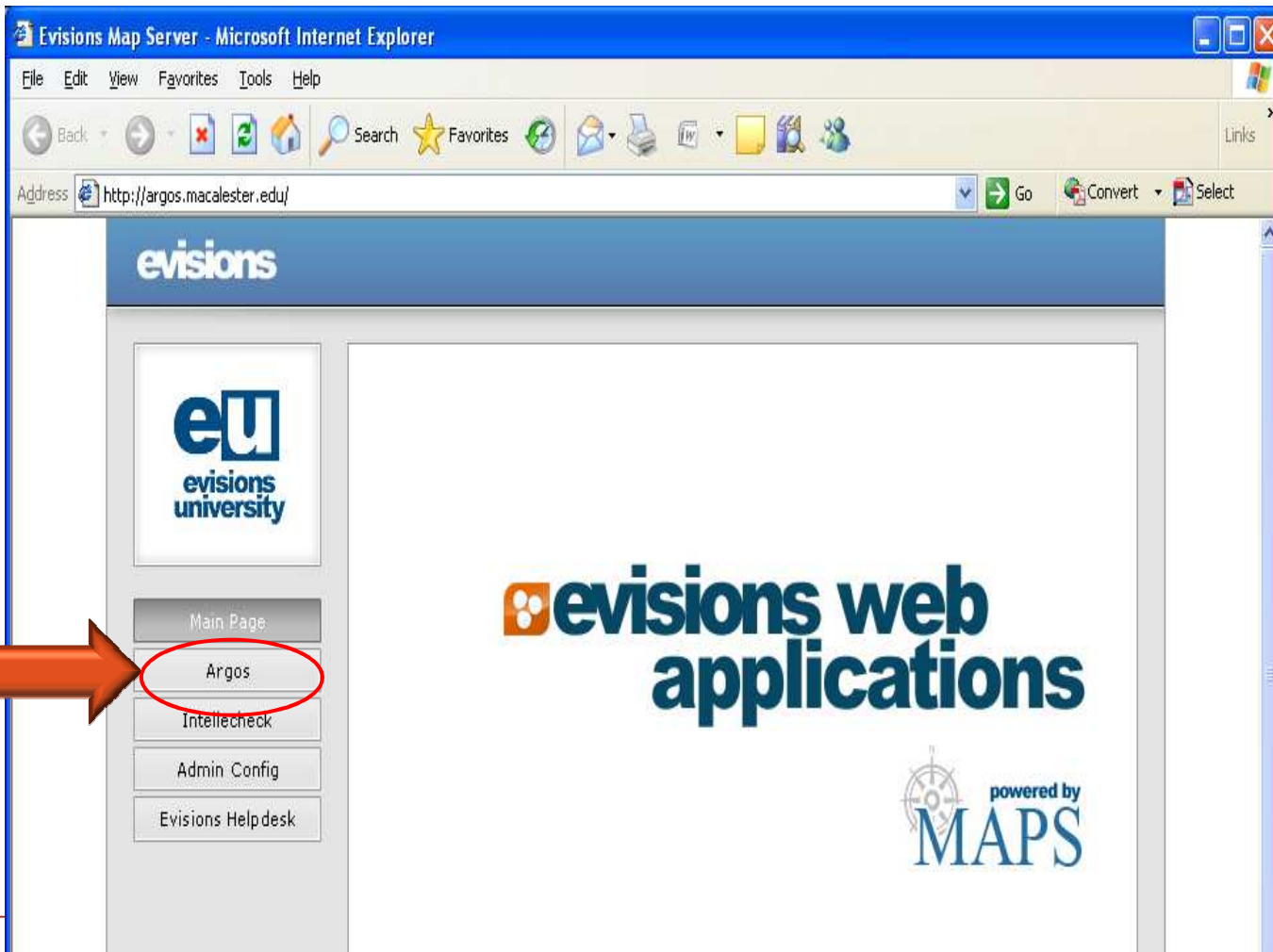


Click on Launch Argos in the Argos Reports channel.  
If you don't have this channel, please contact  
Business Services at x6577.

The screenshot shows a web application interface with several channels and links. On the left, there is a vertical menu with the following items: View Document, Approve Documents, Budget Transfer, Multiple Line Budget Transfer Form, Business Services Links, Accounting, Budget, Payables, PCard, Procurement, and Student Accounts. The main content area is divided into several sections: 1. A top section with a blue header containing the text: "January 1, 2010 mileage rate decreases to 50 cents per mile." Below this is a blue link: "Pcard End-of-Month Statement Review Timeline" with subtext: "Cardholder Reconciliation Period: 1st of month to 6th of month" and "Approver Period: 7th of month to 10th of month". Below that is another blue link: "Next Document Destruction lockbox disposal day is 1-15-10". 2. A middle section with a blue header: "Standard Engagement Contract for Non-Employees" and subtext: "This form is used to outline provision of services and to provide payment for non-employees who complete a service or are receiving an honorarium. Refer to the Payables webpage for details." Below this is a blue link: "Standard Engagement Contract for Non-Employees (short version)". An orange arrow points from this link to the "Launch Argos" link in the Argos Reports channel. 3. A bottom section with a blue header: "Financial Advisor" and a bar chart showing two bars. The first bar is yellow and reaches the \$120,000,000 mark. The second bar is green and reaches the \$90,000,000 mark. On the right side, there are three channels: 1. "My Banner" with a folder icon and the text "My Banner". 2. "Argos Reports" with a folder icon and a red circle around the "Launch Argos" link. 3. "Training Documentation" with a folder icon and the text "Band Editor User Guide (PDF)".

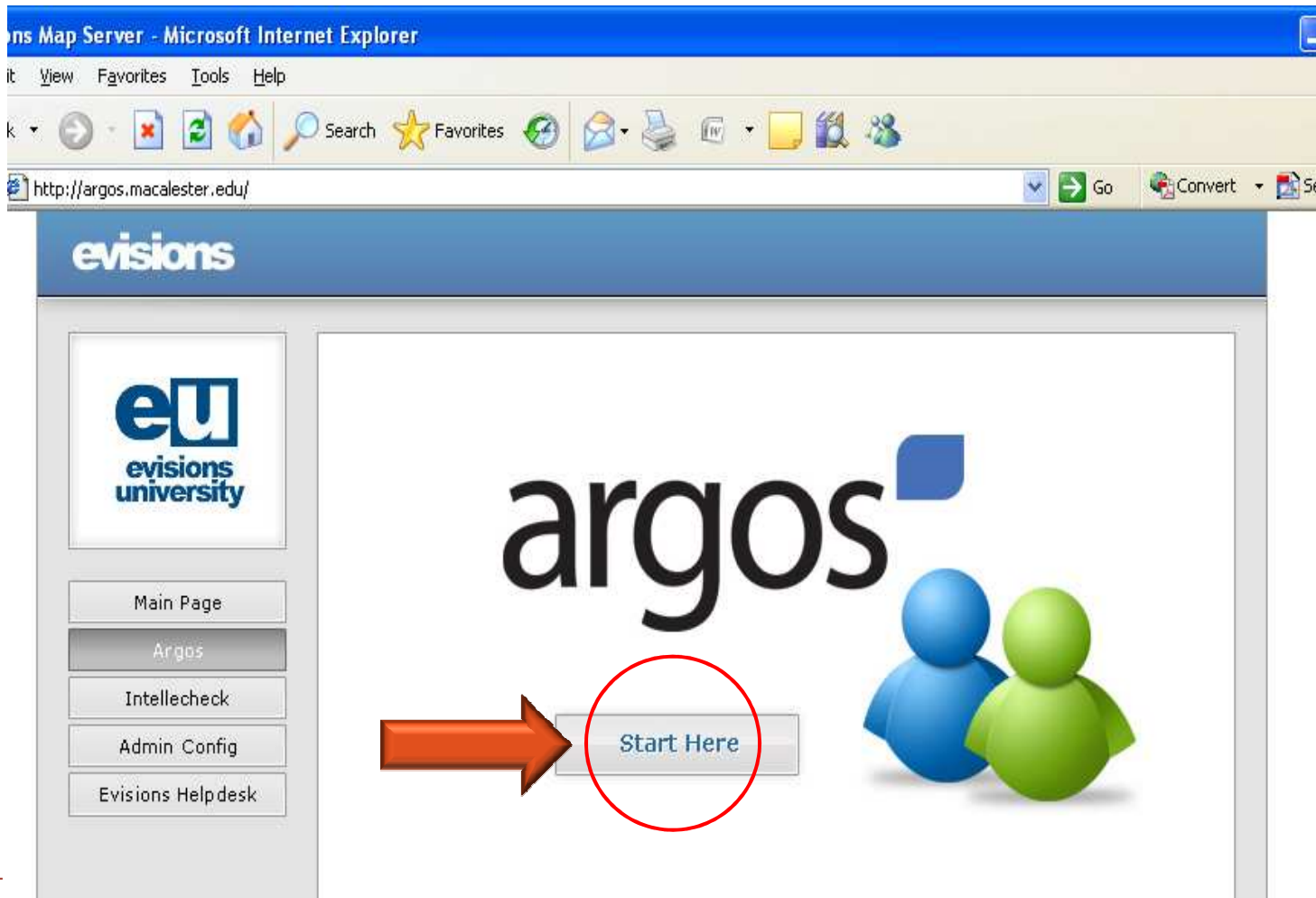


The Evisions web page opens. Click on Argos in the left hand column.





Then click on Start Here.



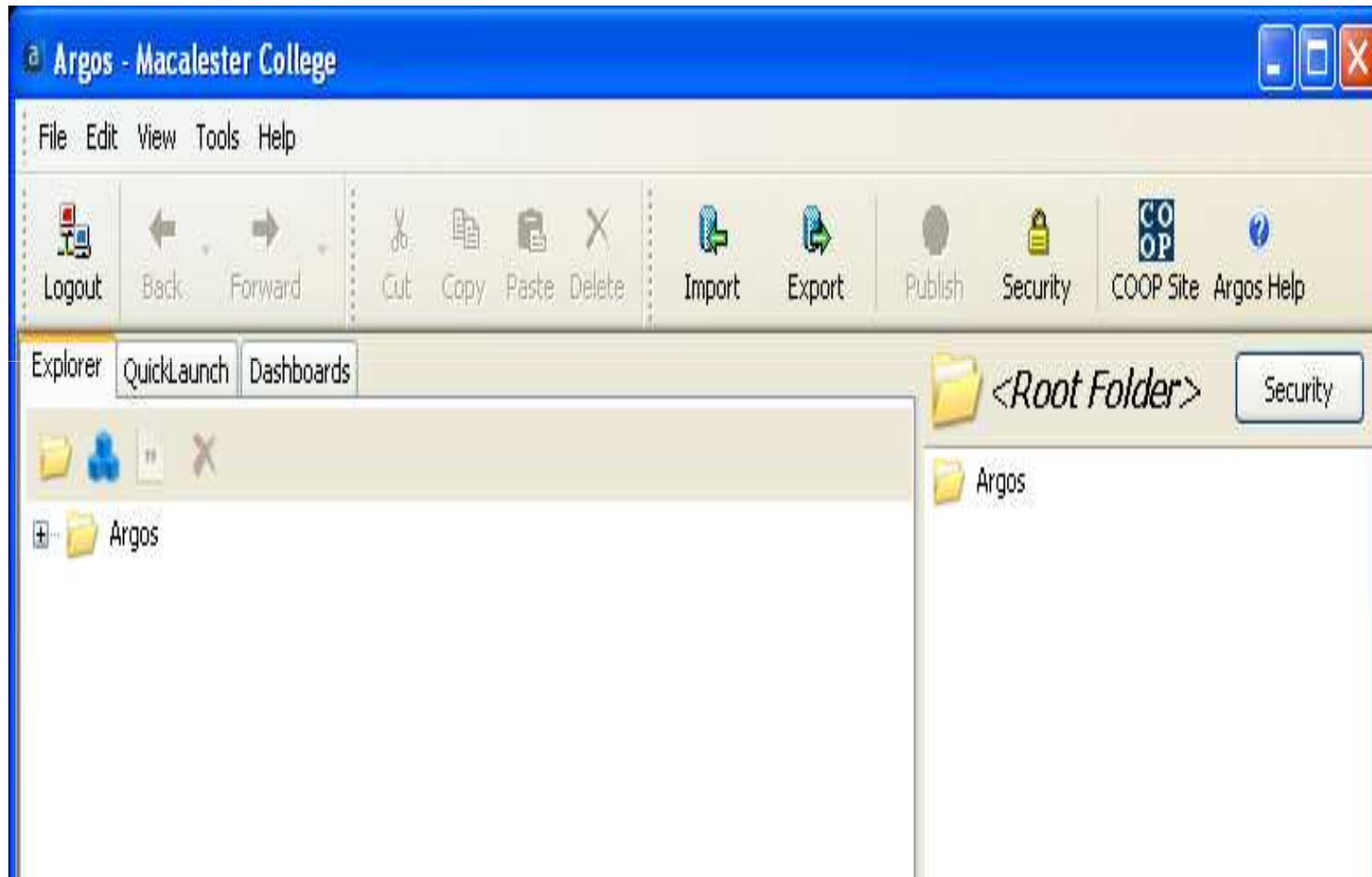


A Login box will appear, enter your Username and Password (same as Banner). Click on the Login button.



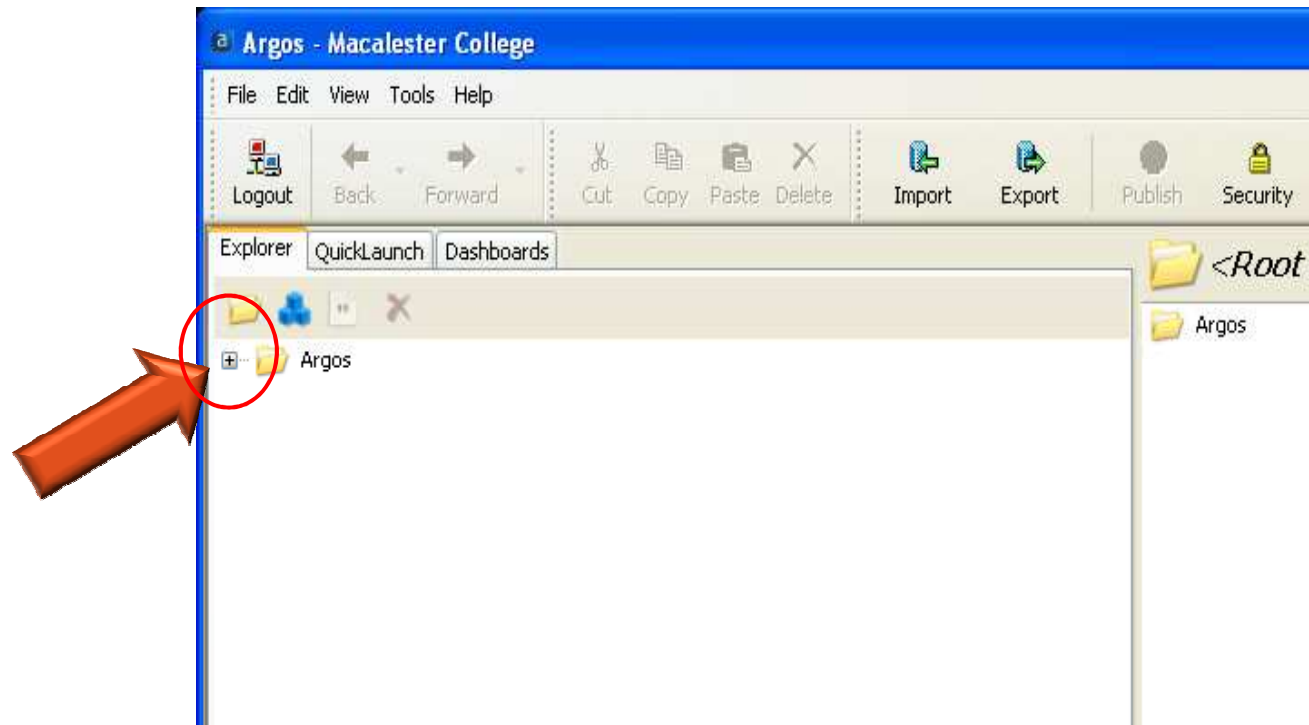


Argos opens.



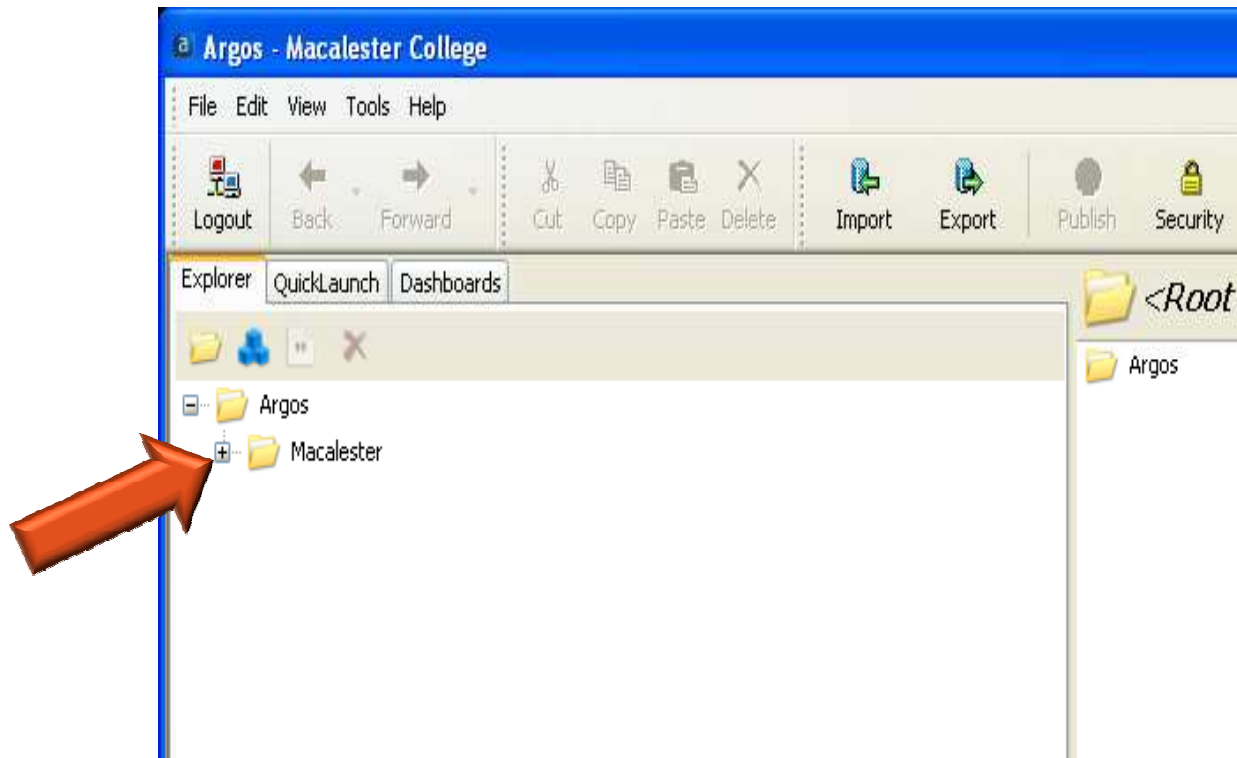


Click on the + next to the Argos folder icon.



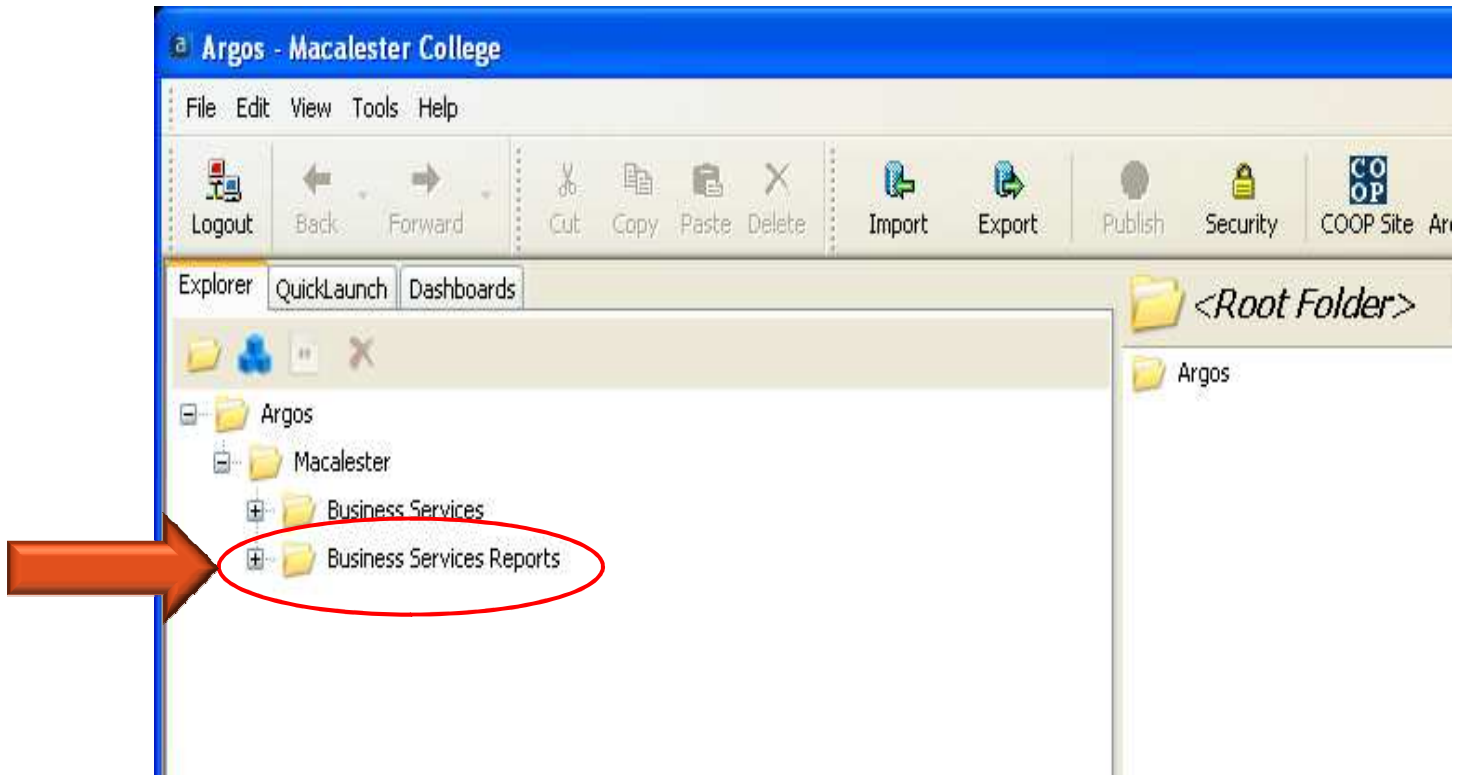


Click on the + by the Macalester folder.





Click on the + by the Business Services Reports folder.





These are the report types available. Click on a + by the report type you want.

Argos - Macalester College

File Edit View Tools Help

Logout Back Forward Cut Copy Paste Delete Import Export Publish Security COOP Site Argos Help

Explorer QuickLaunch Dashboards

Argos

- Macalester
  - Business Services
  - Business Services Reports
    - Activity Code Report Rev and Exp YTD
    - Activity Code Report YTD Expense Only
    - List of Active Activity (ACTV) Codes
    - Look Up Fund Balance**

Look Up Fund Balance

Click on the plus to access the report to check fund balances.

Author: eastham  
Date created: 2/9/2010 9:23:40 AM  
Date last modified: 2/10/2010 9:44:21 AM

**Report Viewer actions**

- QuickView Run this DataBlock as a QuickView Report
- Run Saved Run this DataBlock by loading a saved state
- Notes View/edit the notes on this DataBlock
- QuickLaunch Add a QuickLaunch for this DataBlock



Click on the report you want to run.

The screenshot shows the Argos web application interface. The title bar reads "Argos - Macalester College". The menu bar includes "File", "Edit", "View", "Tools", and "Help". The toolbar contains icons for Logout, Back, Forward, Cut, Copy, Paste, Delete, Import, Export, Publish, Security, COOP Site, and Argos Help. The Explorer pane on the left shows a tree structure: Argos > Macalester > Business Services > Business Services Reports. Under "Business Services Reports", there are four items: "Activity Code Report Rev and Exp YTD", "Activity Code Report YTD Expense Only", "List of Active Activity (ACTV) Codes", and "Look Up Fund Balance". The "Look Up Fund Balance" item is highlighted with a blue selection bar and circled in red. A large orange arrow points from the bottom left towards this item. The right pane displays the "Look Up Fund Balance" report details, including the author "eastham", creation date "2/9/2010 9:23:40 AM", and modification date "2/10/2010 9:44:21 AM". Below this, a section titled "Report Viewer actions" contains four buttons: "QuickView" (Run this DataBlock as a QuickView Report), "Run Saved" (Run this DataBlock by loading a saved state), "Notes" (View/edit the notes on this DataBlock), and "QuickLaunch" (Add a QuickLaunch for this DataBlock).



Click on the Execute button on the top of the right hand column that says Run this Report

Argos - Macalester College

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    - Look Up Fund Balance

Look Up Fund Balance

Look Up Fund Balance

Use this report to check the fund balance available.

Author: eastham  
Date created: 2/9/2010 9:23:41 AM  
Date last modified: 2/9/2010 9:23:41 AM

**Report Viewer actions**

- Execute Run this Report
- Run Saved Run this Report by loading a saved state
- Notes View/edit the notes on this Report
- Dashboard Add this report to your dashboard
- QuickLaunch Add a QuickLaunch for this DataBlock



Click on the fund and fiscal year you want to look up a balance for. Then click on Next at the bottom of the screen.

A screenshot of a web application window titled "Executing 'Look Up Fund Balance'". The window contains two dropdown menus and a set of navigation buttons. The first dropdown menu, labeled "Select Fund Number", lists several NSF-related fund codes and descriptions, with "200002 - NSF-Davis-Fluctuating Resources" selected. An orange arrow points to this list. The second dropdown menu, labeled "Select Fiscal Year - Use the last two digits of the fiscal year, such as '09' or fiscal year June 1, 2008 thru May 31, 2009.", lists the years "10", "11", and "12", with "10" selected. An orange arrow points to this list. At the bottom of the window, there are four buttons: "&lt;- Back", "Next -&gt;", "Close", and "Help". The "Next -&gt;" button is circled in red, and an orange arrow points to it from below. The window title bar includes standard minimize, maximize, and close icons.



Click on Preview. The message “Processing. Please Wait.” will appear. This can take up to a minute.

Executing "Activity Code Report YTD"

Your report is now ready to be executed. Please choose the execution option below that best suits your needs.

**Preview** Preview this report

**Save to File** Click this button to choose from a variety of formats to save the report.

**Email** Save the report to a temporary file and then email the file to one or more recipients

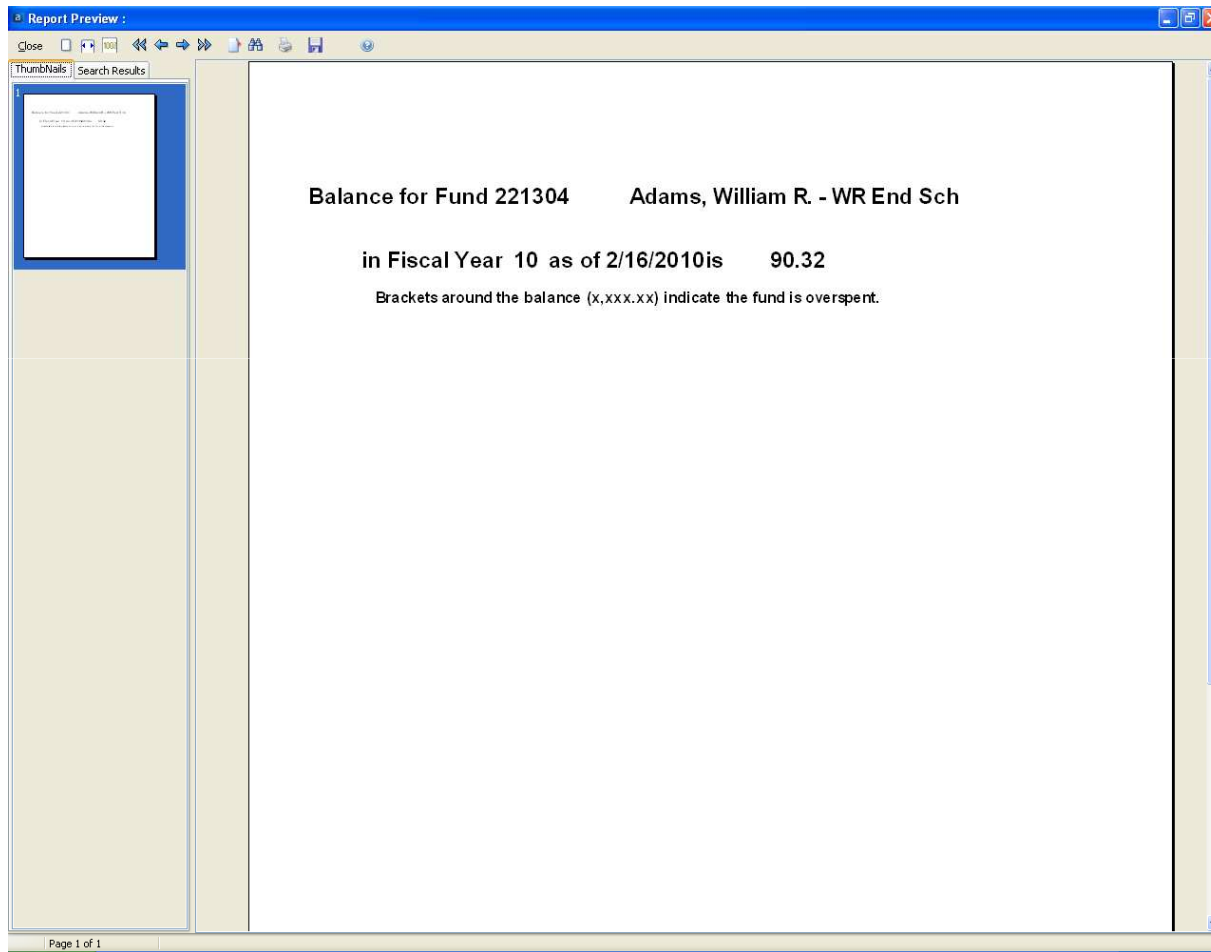
**Print** Print the report to a local printer

If your report does not appear after a minute or you have any other problems please call Nancy x6577 or Tracy x6567

<- Back   Next ->   Close   Help

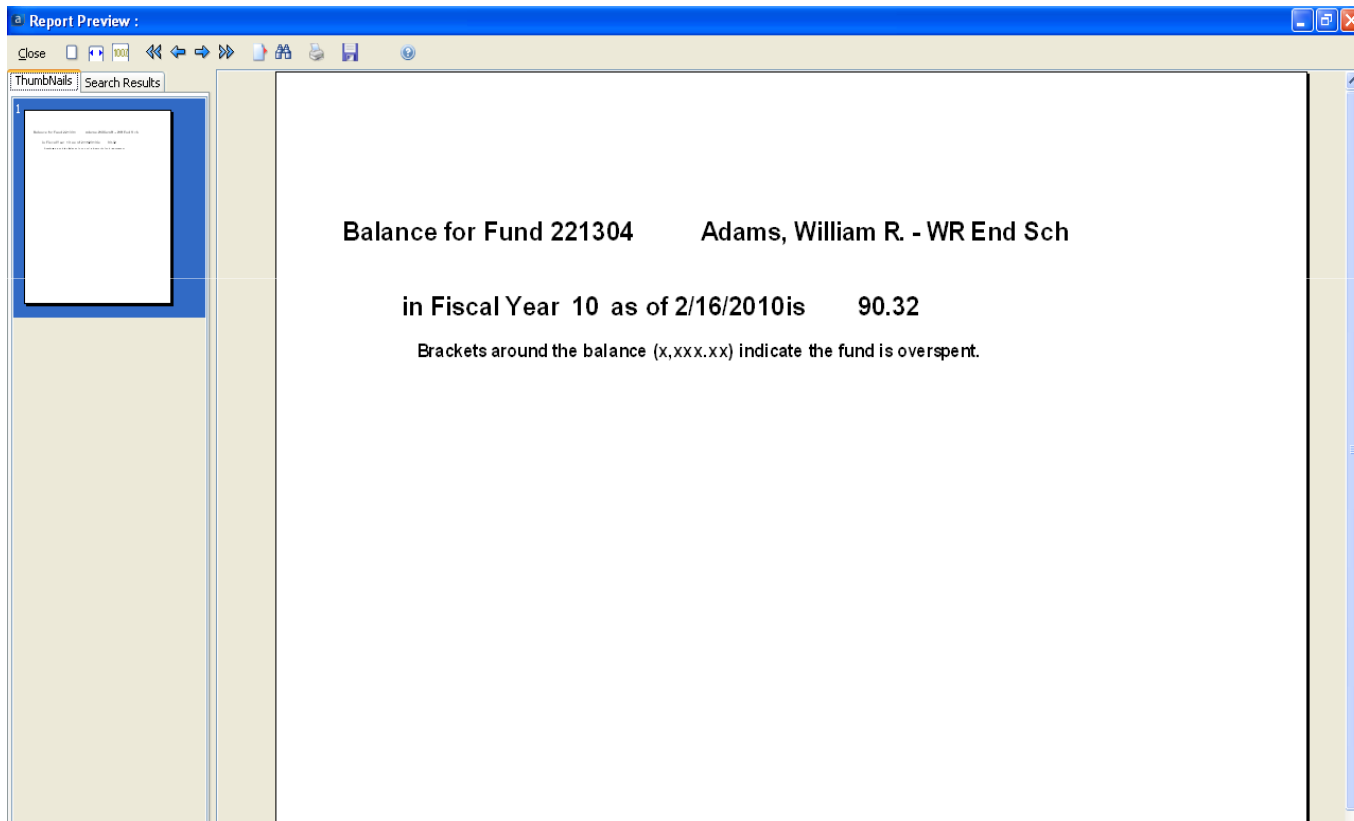


Then your report will appear!



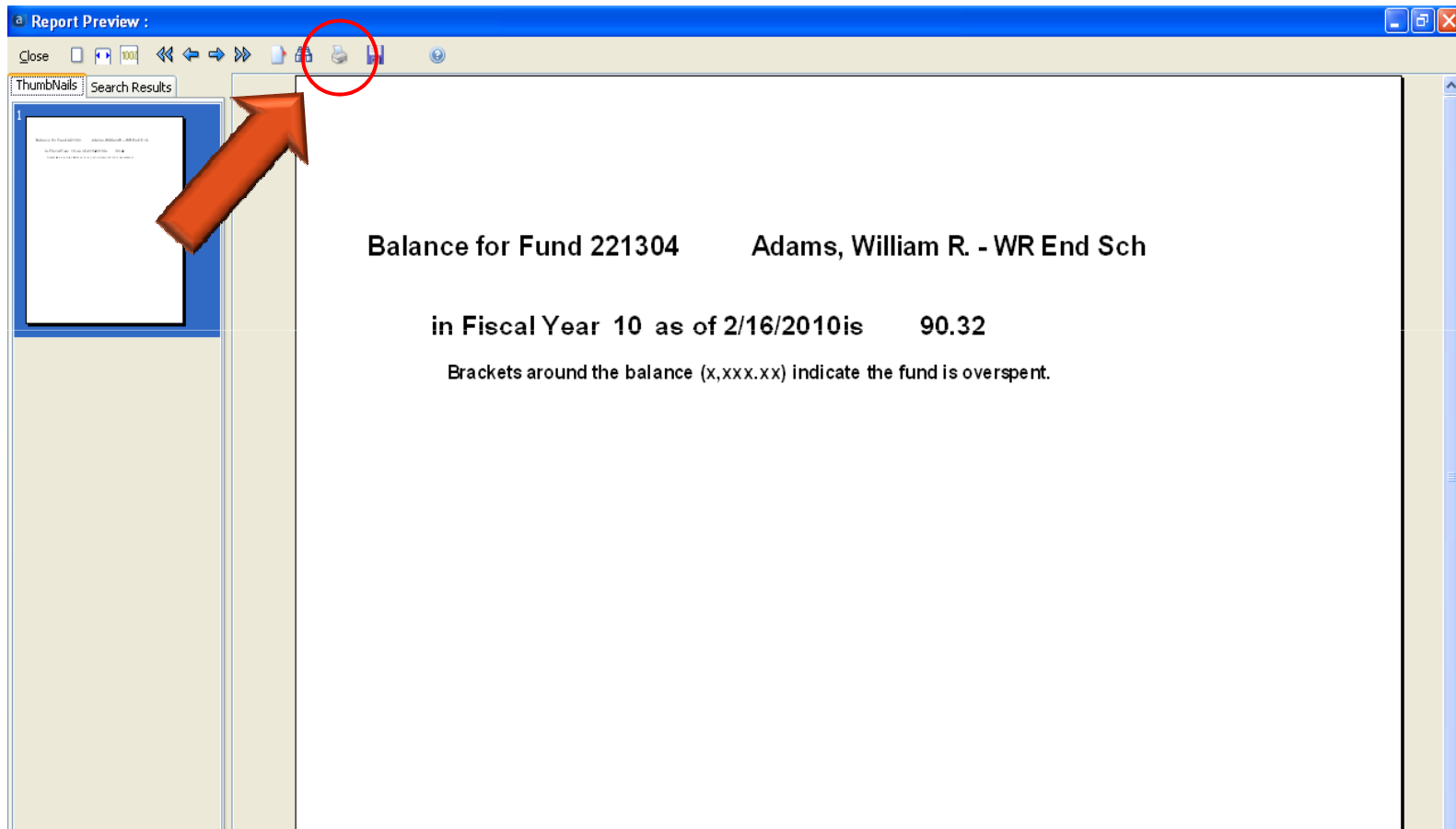


If the fund has been overspent, there will be brackets around the amount. (x,xxx.xx)



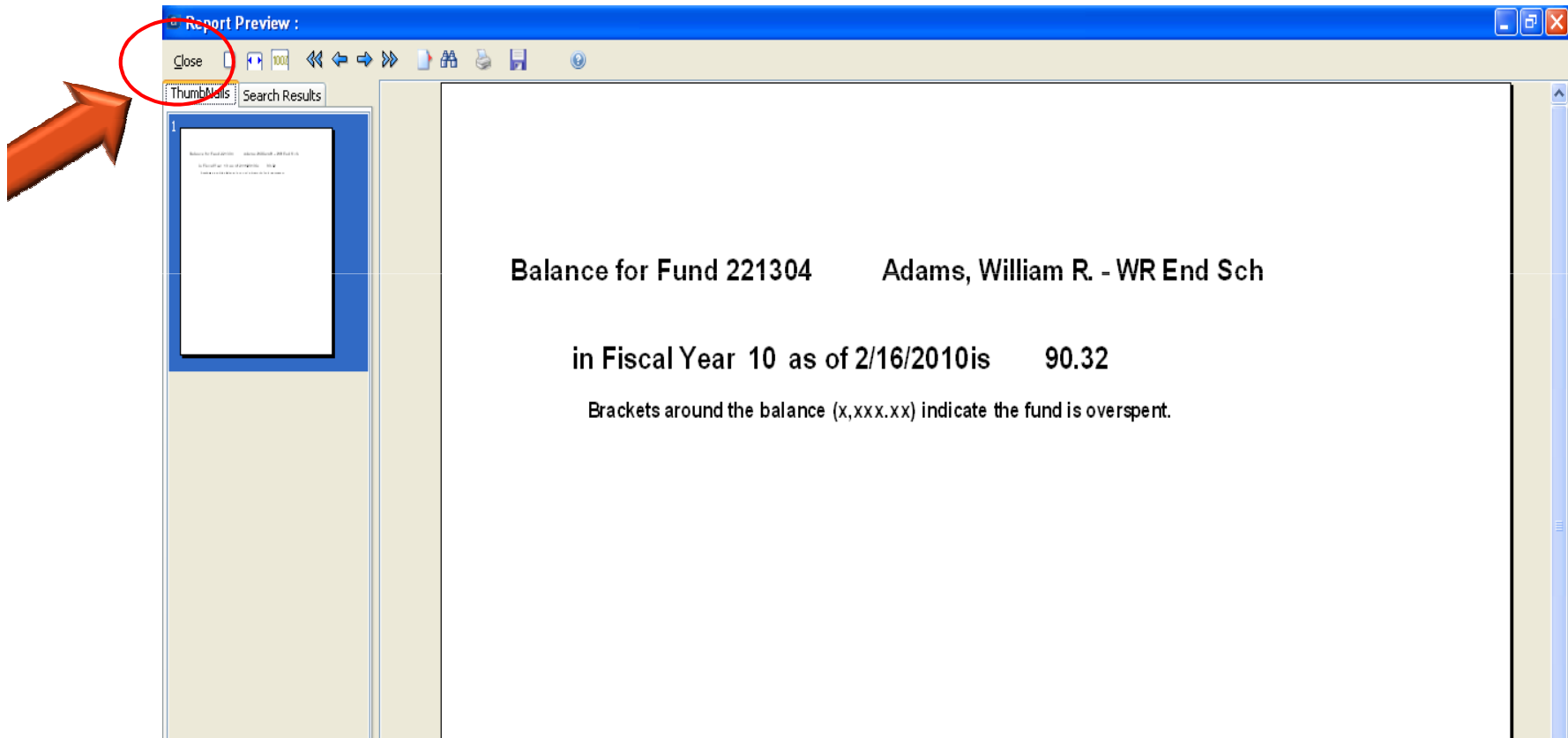


You can print your report using the printer icon.



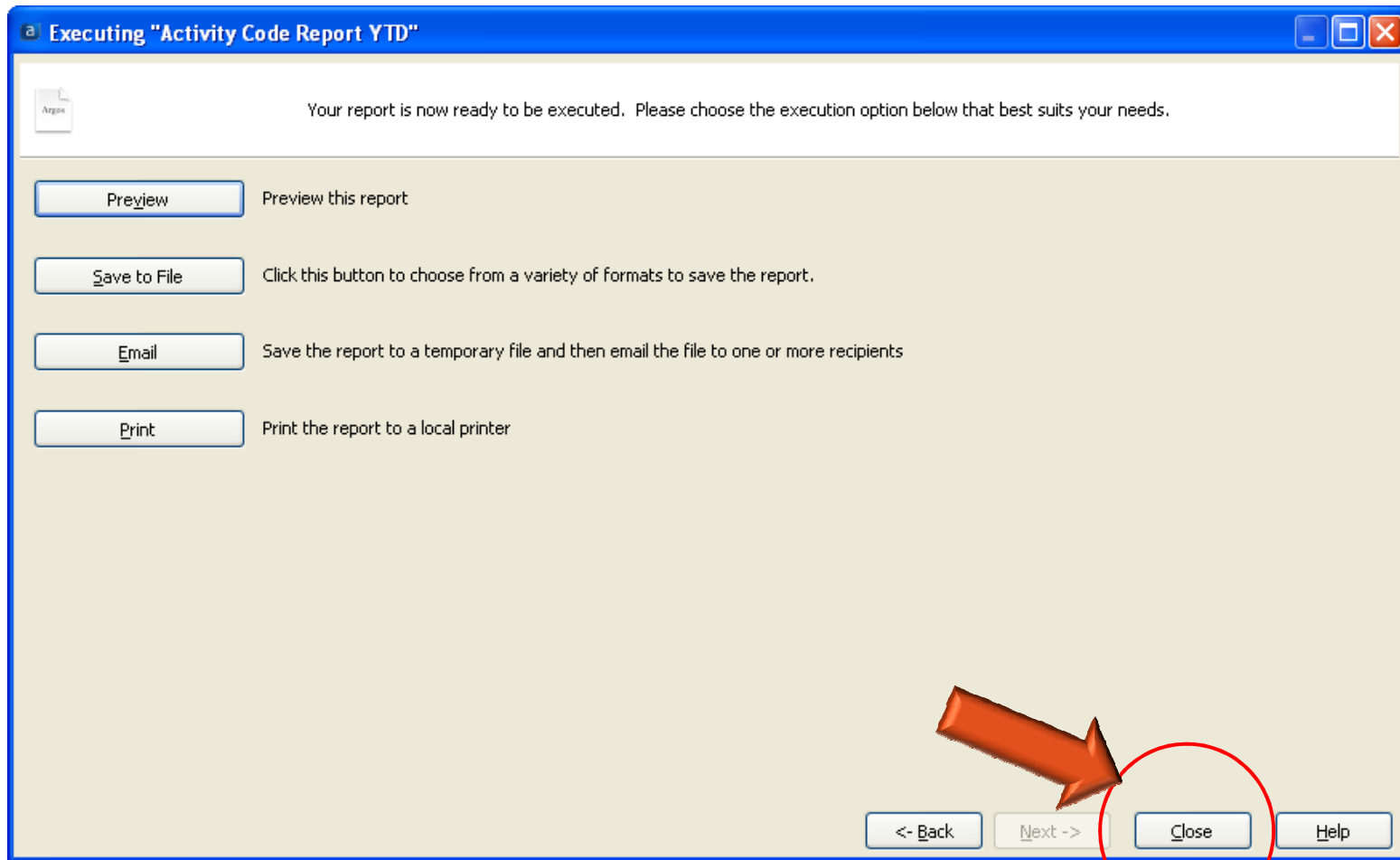


When you are done, click on Close in the upper left corner.



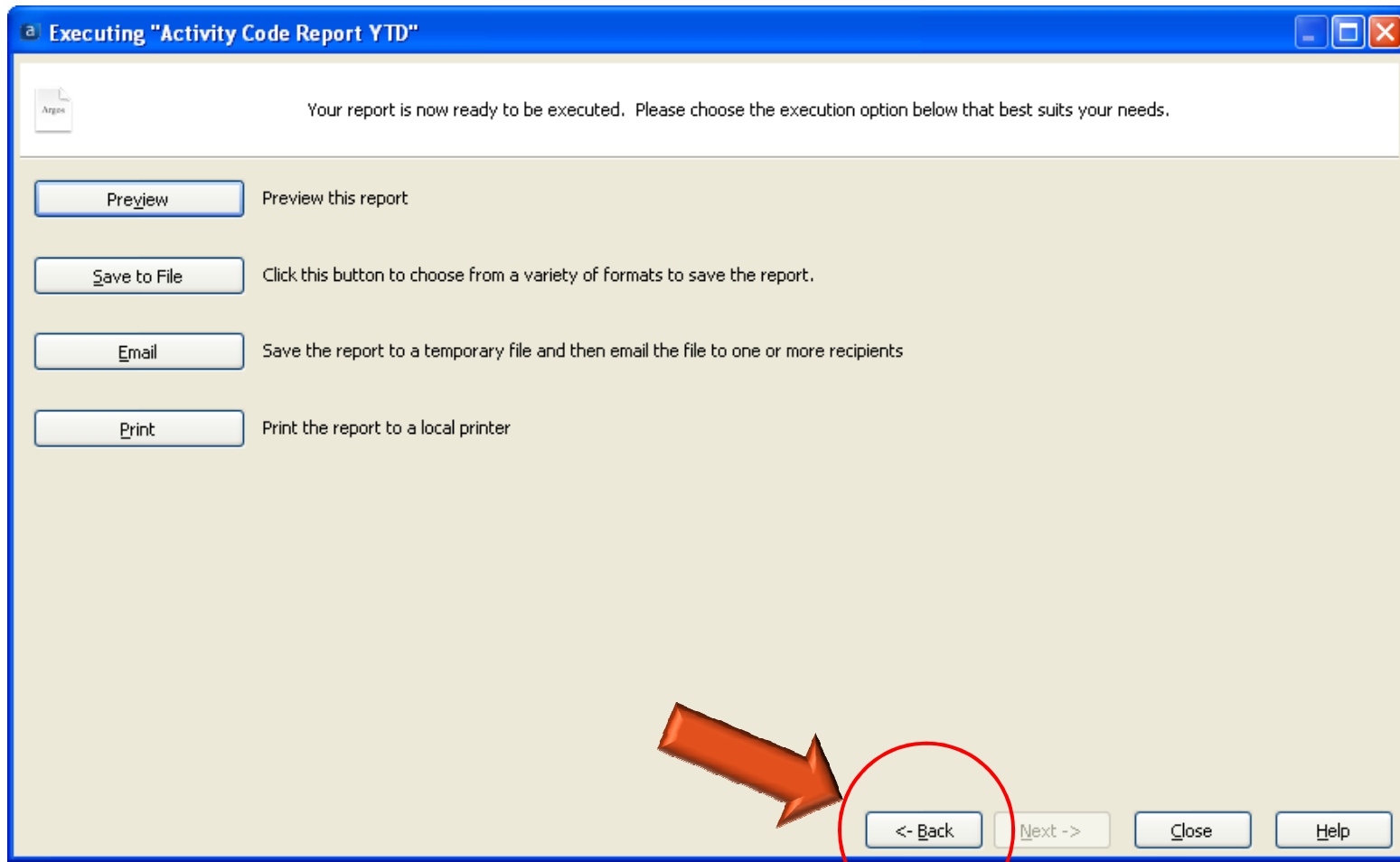


Then click on close again in the bottom right of the next screen.



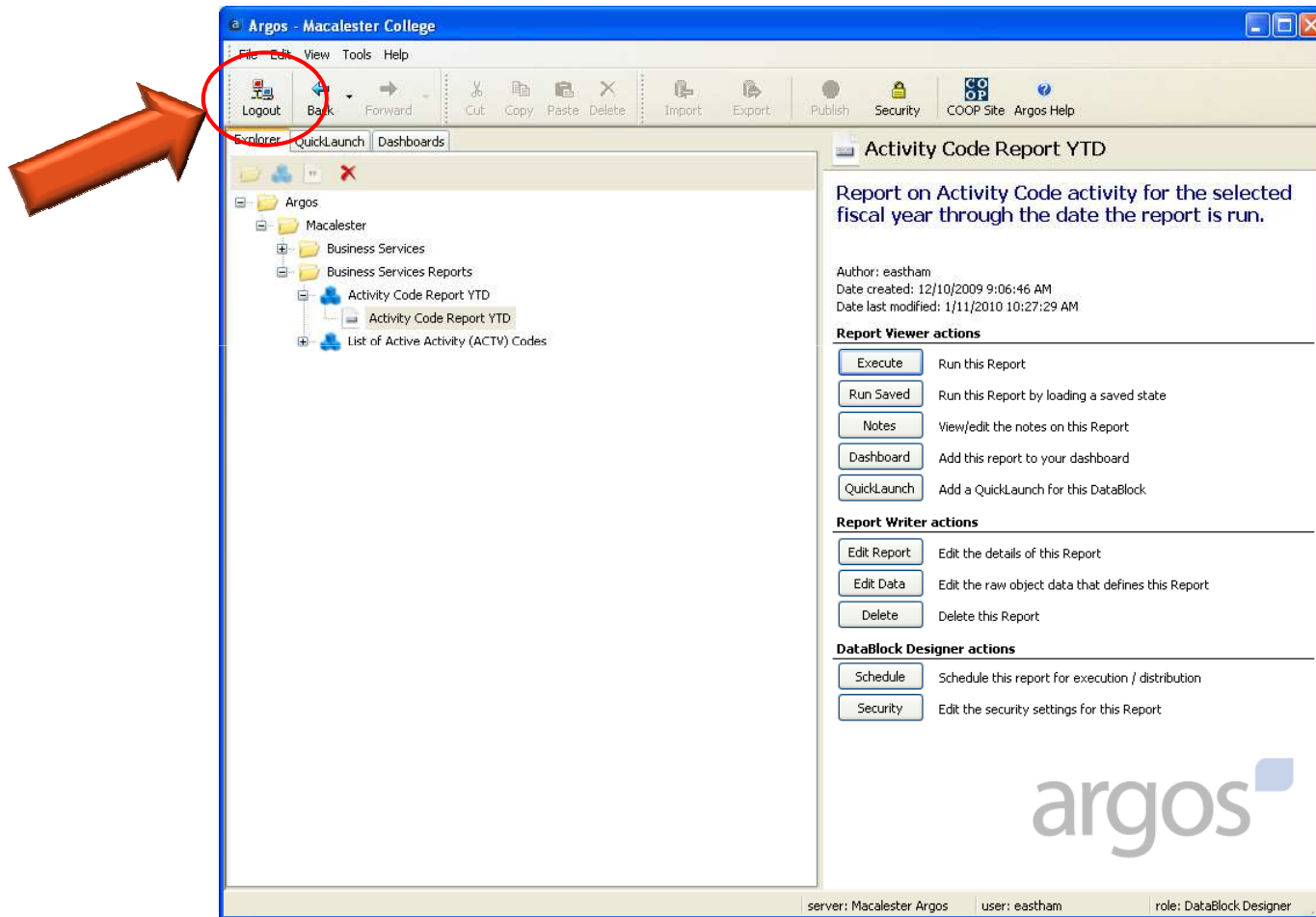


Or click on Back to select a different fund you want to check the balance for.



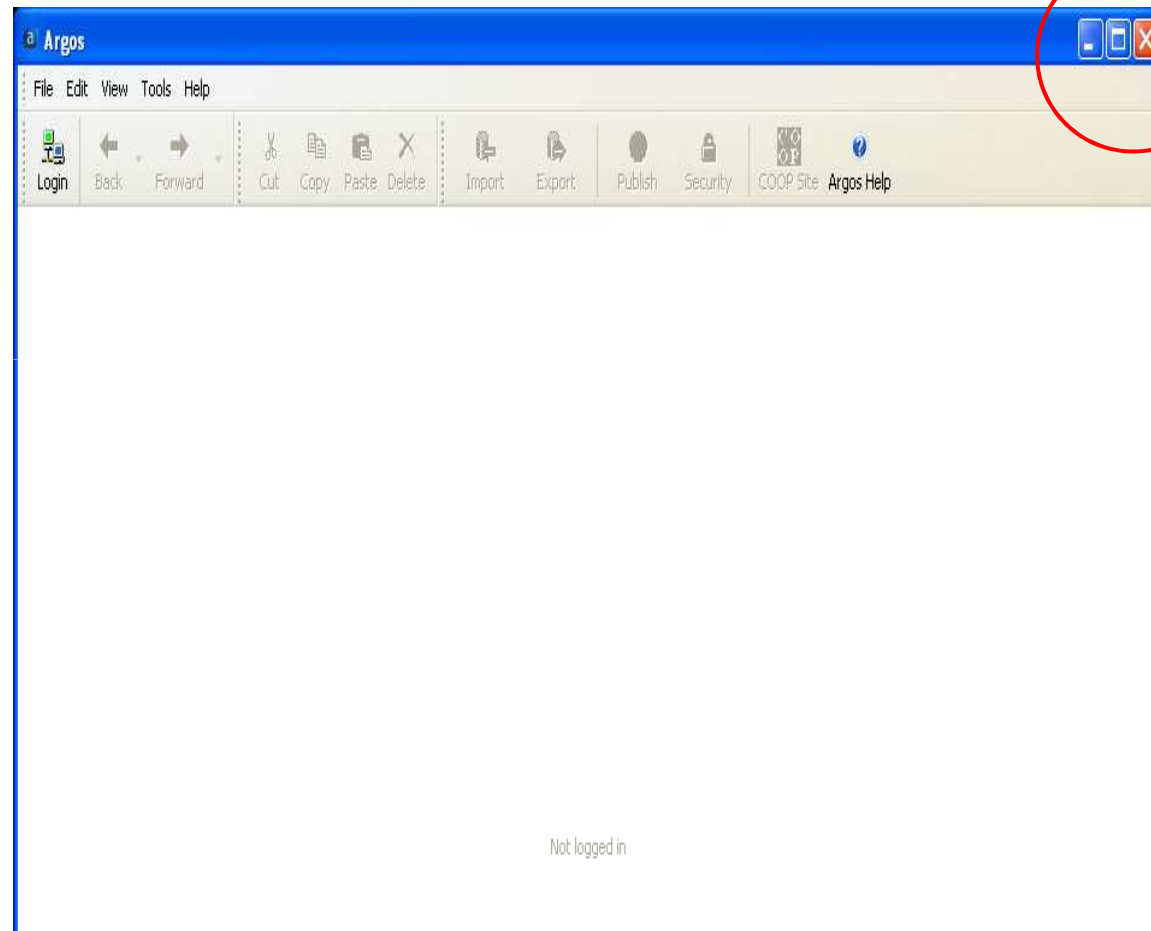


To exit Argos, click on the Logout icon in the upper left of the screen.



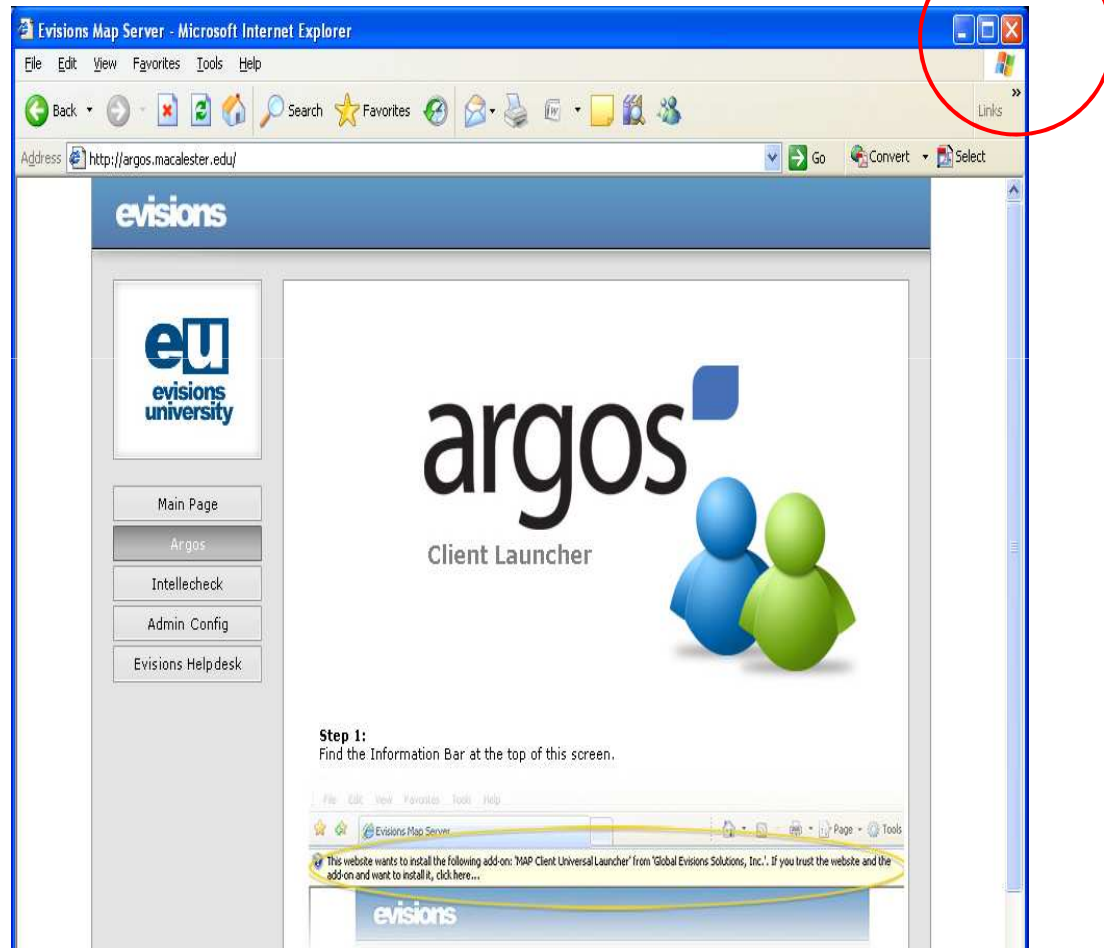


You can then close the Argos window.





Also close the Evisions window.





Please call with any questions!

- ▶ Nancy Eastham x6577
- ▶ Tracy Arndt x6567
- ▶ Dave Berglund x6234

