

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.

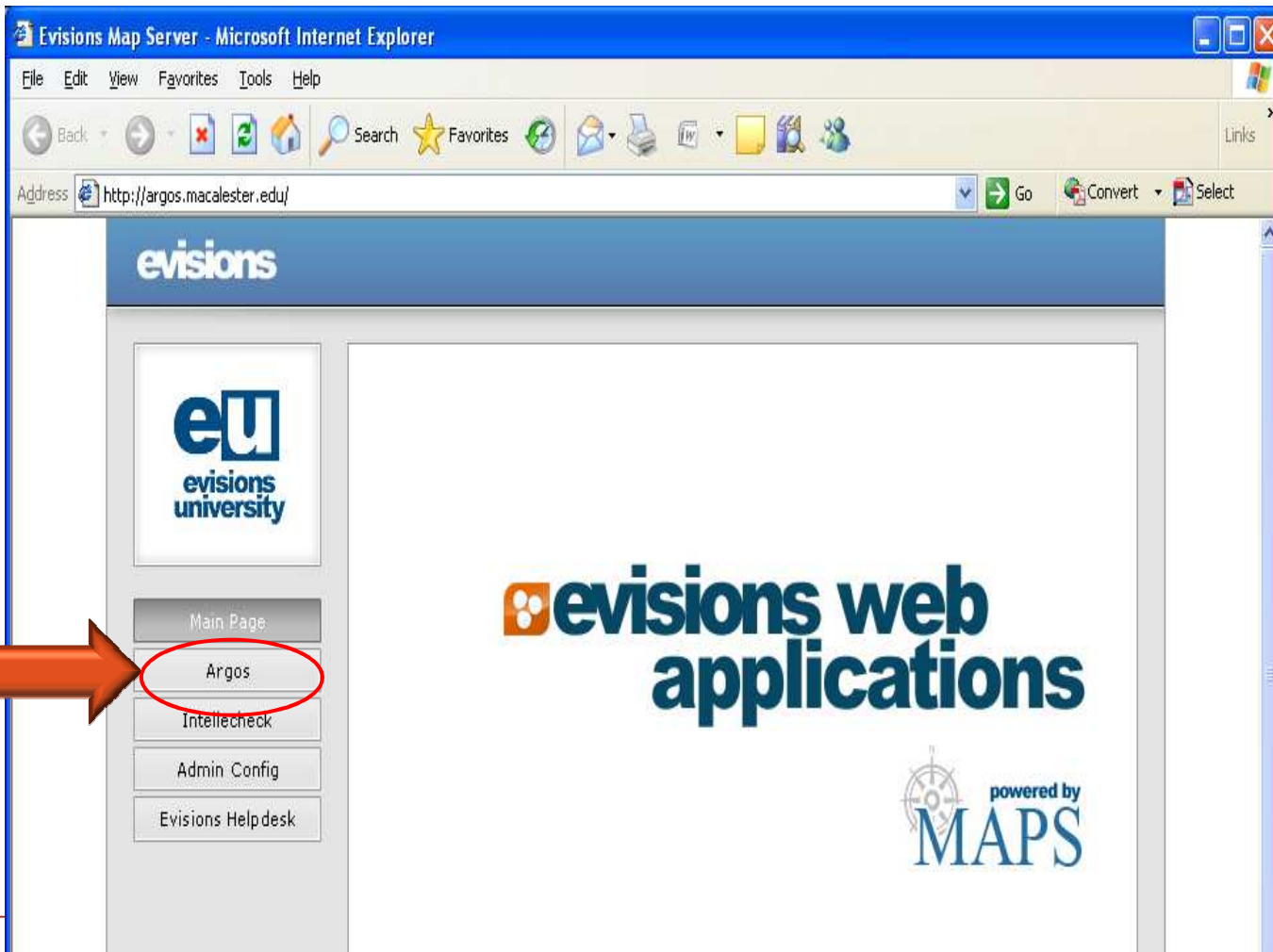
The screenshot shows a web application interface with several panels:

- Left Panel:** A vertical navigation menu with links: View Document, Approve Documents, Budget Transfer, Multiple Line Budget Transfer Form, Business Services Links, Accounting, Budget, Payables, PCard, Procurement, and Student Accounts.
- Top Center Panel:** Contains text: "January 1, 2010 mileage rate decreases to 50 cents per mile.", "Pcard End-of-Month Statement Review Timeline" (with subtext: Cardholder Reconciliation Period: 1st of month to 6th of month; Approver Period: 7th of month to 10th of month), and "Next Document Destruction lockbox disposal day is 1-15-10".
- Bottom Center Panel:** Titled "Financial Advisor", it features a bar chart with two bars. The y-axis is labeled with "\$120,000,000" and "\$90,000,000". The first bar is orange and reaches the \$120,000,000 mark. The second bar is green and reaches the \$90,000,000 mark.
- Right Panel:** Contains three sections: "My Banner" with a folder icon and "My Banner" text; "Argos Reports" with a folder icon and a "Launch Argos" link circled in red; and "Training Documentation" with a link to "Band Editor User Guide (PDF)".

An orange arrow points from the "Standard Engagement Contract for Non-Employees" text in the top center panel to the "Launch Argos" link in the right panel.



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



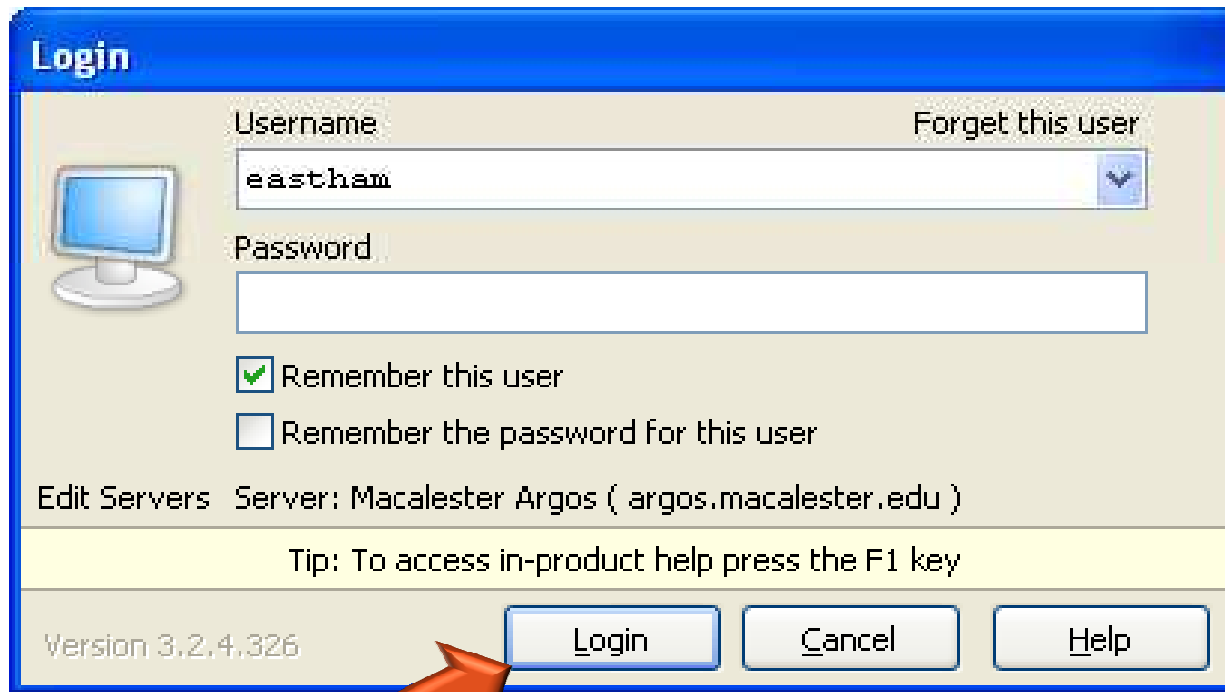


Then click on Start Here.

A screenshot of a Microsoft Internet Explorer browser window. The address bar shows 'http://argos.mcalester.edu/'. The page content includes a blue header with the 'evisions' logo. On the left is a sidebar with the 'eu evisions university' logo and a menu with buttons for 'Main Page', 'Argos', 'Intellecheck', 'Admin Config', and 'Evisions Helpdesk'. The main content area features the 'argos' logo and two stylized human figures (one blue, one green). A button labeled 'Start Here' is highlighted with a red circle, and a large orange arrow points to it from the left.

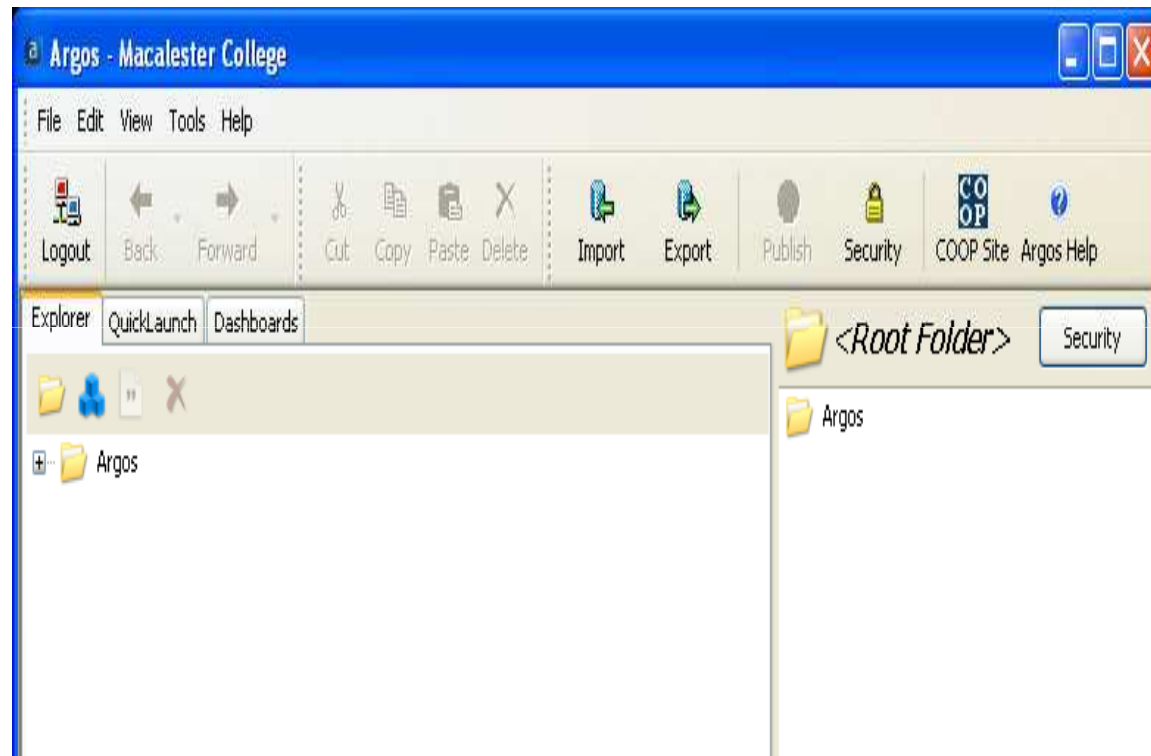


A Login box will appear, enter your Username and Password (same as Banner). Click on the Login button.



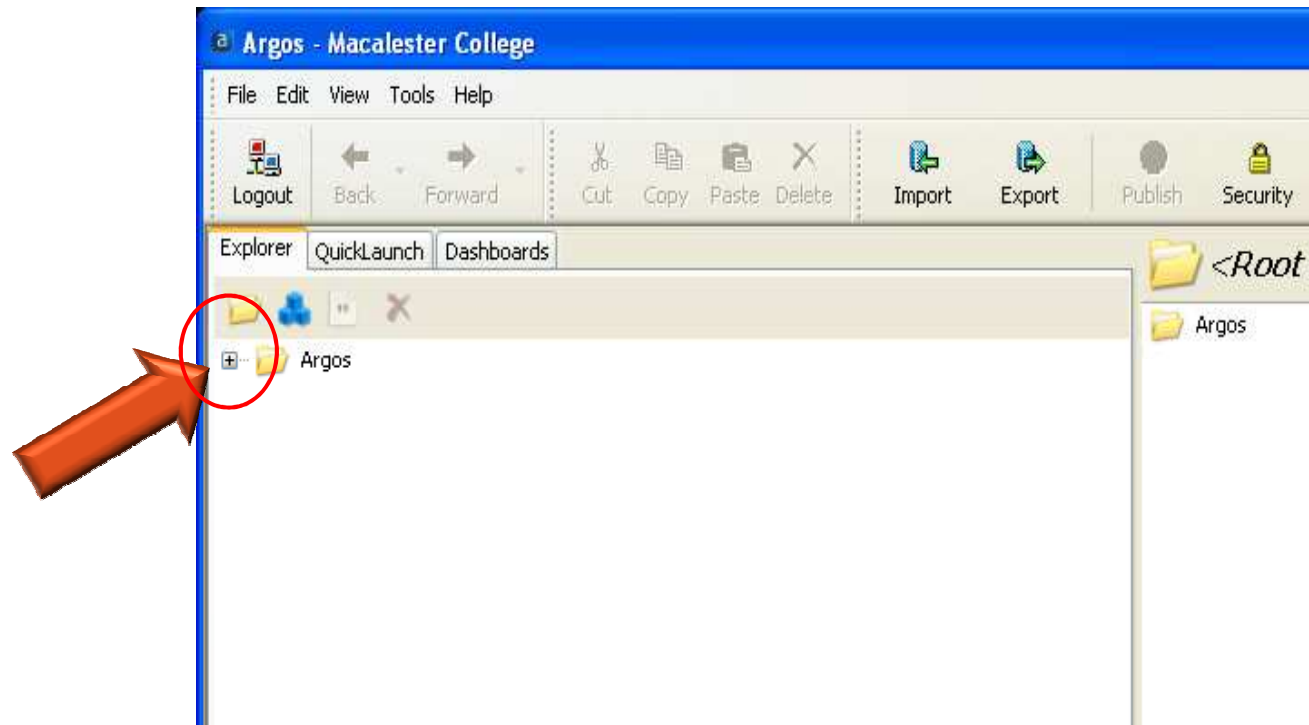


Argos opens.



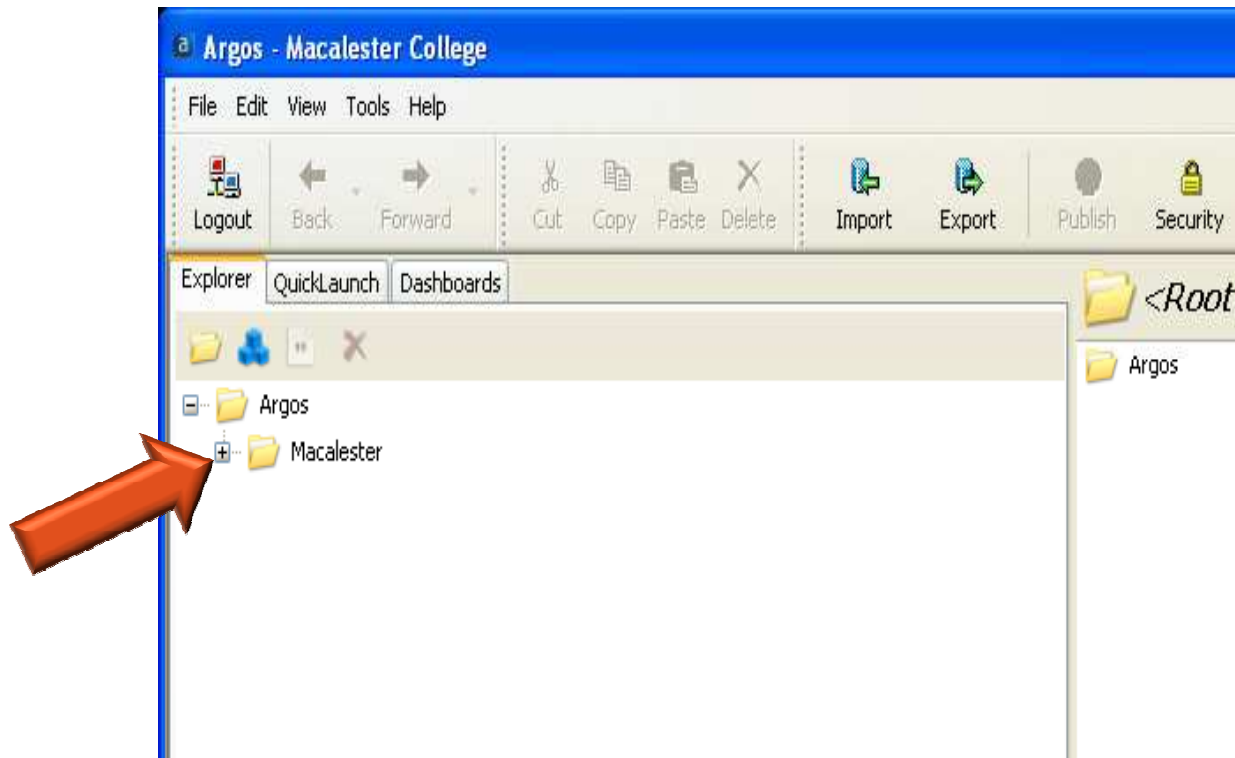


Click on the + next to the Argos folder icon.



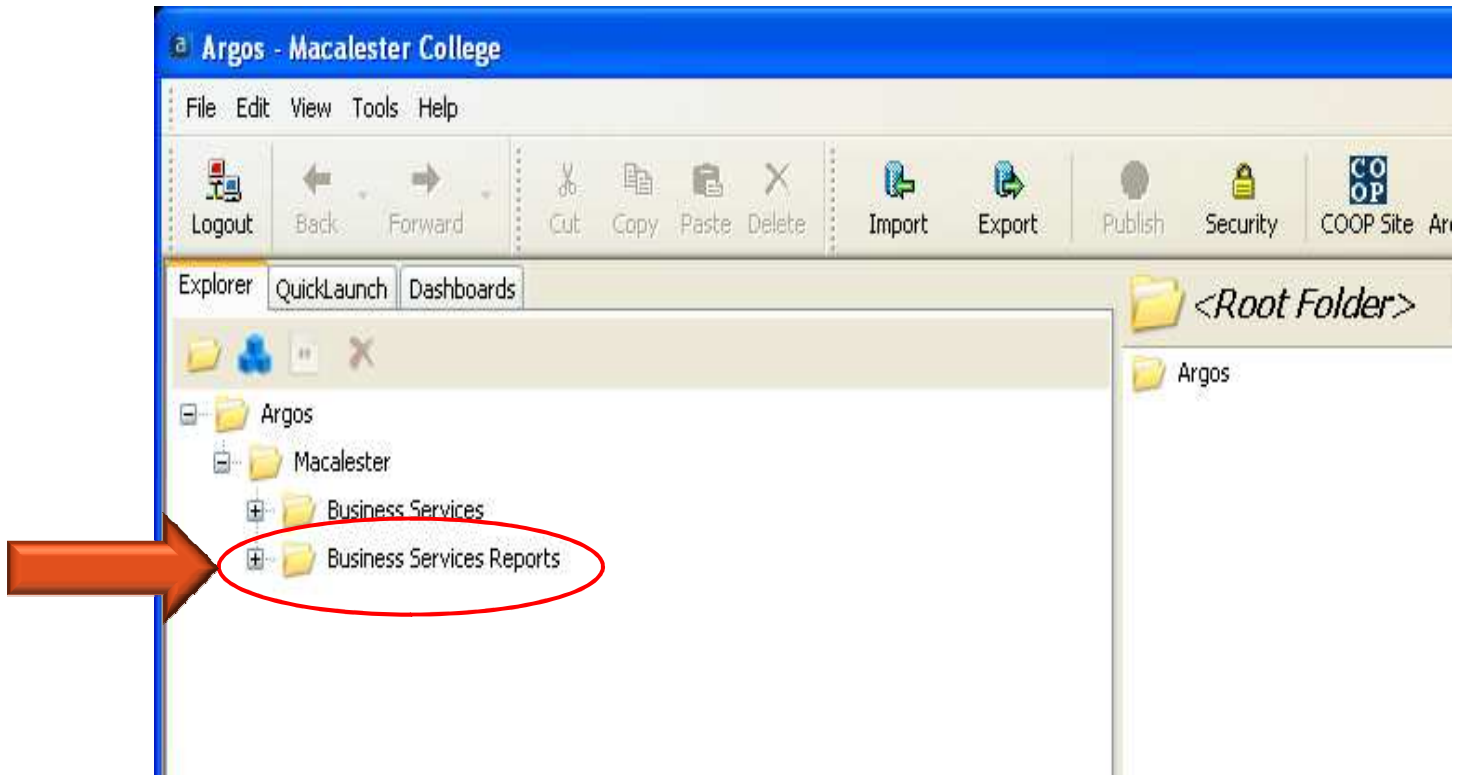


Click on the + by the Macalester folder.





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 YTD**
 - List of Active Activity (ACTV) Codes

Activity Code Report YTD

Report on Activity Code activity for the selected fiscal year through the date the report is run.

Author: eastham
Date created: 12/10/2009 9:06:46 AM
Date last modified: 1/11/2010 9:45:56 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

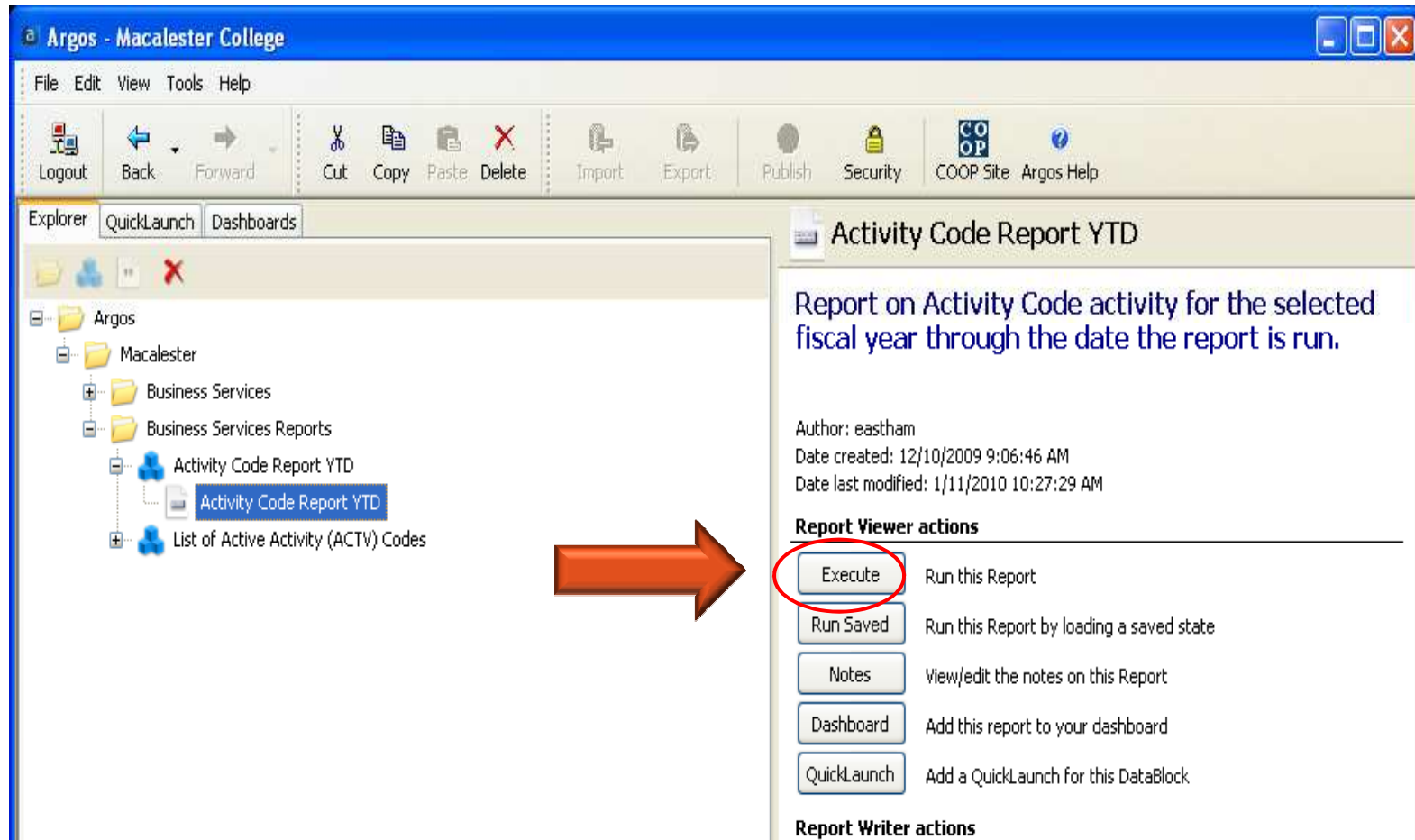


Click on the report you want to run.

A screenshot of the Argos web application interface. The window title is "Argos - Macalester College". The interface includes a menu bar (File, Edit, View, Tools, Help), a toolbar with icons for Logout, Back, Forward, Cut, Copy, Paste, Delete, Import, Export, Publish, Security, COOP Site, and Argos Help. Below the toolbar is a navigation pane with tabs for Explorer, QuickLaunch, and Dashboards. The Explorer pane shows a tree view of folders: Argos, Macalester, Business Services, Business Services Reports, Activity Code Report YTD (highlighted with a red circle and a red arrow), and List of Active Activity (ACTV) Codes. The main content area displays the "Activity Code Report YTD" report. The report title is "Activity Code Report YTD". Below the title is a description: "Report on Activity Code activity for the selected fiscal year through the date the report is run." The author is "eastham", the date created is "12/10/2009 9:06:46 AM", and the date last modified is "1/11/2010 9:45:56 AM". There are two sections of actions: "Report Viewer actions" and "Report Writer actions". The "Report Viewer actions" section includes buttons for QuickView, Run Saved, Notes, and QuickLaunch. The "Report Writer actions" section includes a button for New Report.



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





Select your values from the four drop down boxes. Then click on Next at the bottom of the screen.

A screenshot of a software window titled "Executing 'Activity Code Report YTD'". The window contains four drop-down menus: "Fiscal Year" (set to 10), "Fund Code", "Organization Code", and "Activity Code". Each menu has a list of options. A red callout box with a white border points to the "Activity Code" menu, containing the text "Multiple values can be selected in some look up boxes." At the bottom of the window, there are four buttons: "<- Back", "Next ->", "Close", and "Help". A red circle highlights the "Next ->" button, and a red arrow points to it from the left.



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!

Report Preview :

Close [Icons]

ThumbNails Search Results

Macalester College
Activity Code Transaction Report For YTD through 12/31/2009

Transaction Date	Trans Type	Document Code	Description	Amount
Activity Code - 1500				
100000	720010	700000	12/15/2009 JE15 J0011294 Supplies	100.00
100000	720010	700005	12/15/2009 JE15 J0011294 Bon Appetit	500.00
100000	720010	701000	12/15/2009 JE15 J0011294 Post Office	440.00
100000	720010	701500	12/15/2009 JE15 J0011294 Telephone	50.00
100000	720010	703201	12/15/2009 JE15 J0011294 Speaker Fee	1,000.00
Total	Activity Code - 1500			2,090.00
Activity Code - 2900				
100000	720010	703005	12/15/2009 JE15 J0011294 Star Tribune	200.00
100000	720010	704000	12/15/2009 JE15 J0011294 Delta	300.00
100000	720010	704001	12/15/2009 JE15 J0011294 Holiday Inn	140.00
100000	720010	704002	12/15/2009 JE15 J0011294 Ramb	50.00
Total	Activity Code - 2900			690.00
Activity Code - 7001				
100000	720010	704004	12/15/2009 JE15 J0011294 Ramb OOP	150.00
100000	720010	704600	12/15/2009 JE15 J0011294 Education Conference	700.00
Total	Activity Code - 7001			850.00
Grand Total				3,630.00

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You can scroll through your report using the arrows in the upper left part of the screen.

Macalester College
Activity Code Transaction Report For YTD through 12/31/2009

Transaction Date	Trans Type	Document Code	Description	Amount
Activity Code - 1500				
100000	720010	700000	12/15/2009 JE15 J0011294 Supplies	100.00
100000	720010	700005	12/15/2009 JE15 J0011294 Bon Appetit	500.00
100000	720010	701000	12/15/2009 JE15 J0011294 Post Office	440.00
100000	720010	701500	12/15/2009 JE15 J0011294 Telephone	50.00
100000	720010	703201	12/15/2009 JE15 J0011294 Speaker Fee	1,000.00
Total Activity Code - 1500				2,090.00
Activity Code - 2900				
100000	720010	703005	12/15/2009 JE15 J0011294 Star Tribune	200.00
100000	720010	704000	12/15/2009 JE15 J0011294 Delta	300.00
100000	720010	704001	12/15/2009 JE15 J0011294 Holiday Inn	140.00
100000	720010	704002	12/15/2009 JE15 J0011294 Ramb	50.00
Total Activity Code - 2900				690.00
Activity Code - 7001				
100000	720010	704004	12/15/2009 JE15 J0011294 Ramb OOP	150.00
100000	720010	704600	12/15/2009 JE15 J0011294 Education Conference	700.00
Total Activity Code - 7001				850.00
Grand Total				3,630.00



You can print your report using the printer icon.

Macalester College
Activity Code Transaction Report For YTD through 12/31/2009

Transaction Date	Trans Type	Document Code	Description	Amount
Activity Code - 1500				
100000	720010	700000	12/15/2009 JE15 J0011294 Supplies	100.00
100000	720010	700005	12/15/2009 JE15 J0011294 Bon Appetit	500.00
100000	720010	701000	12/15/2009 JE15 J0011294 Post Office	440.00
100000	720010	701500	12/15/2009 JE15 J0011294 Telephone	50.00
100000	720010	703201	12/15/2009 JE15 J0011294 Speaker Fee	1,000.00
Total Activity Code - 1500				2,090.00
Activity Code - 2900				
100000	720010	703005	12/15/2009 JE15 J0011294 Star Tribune	200.00
100000	720010	704000	12/15/2009 JE15 J0011294 Delta	300.00
100000	720010	704001	12/15/2009 JE15 J0011294 Holiday Inn	140.00
100000	720010	704002	12/15/2009 JE15 J0011294 Ramb	50.00
Total Activity Code - 2900				690.00
Activity Code - 7001				
100000	720010	704004	12/15/2009 JE15 J0011294 Ramb OOP	150.00
100000	720010	704600	12/15/2009 JE15 J0011294 Education Conference	700.00
Total Activity Code - 7001				850.00
Grand Total				3,630.00



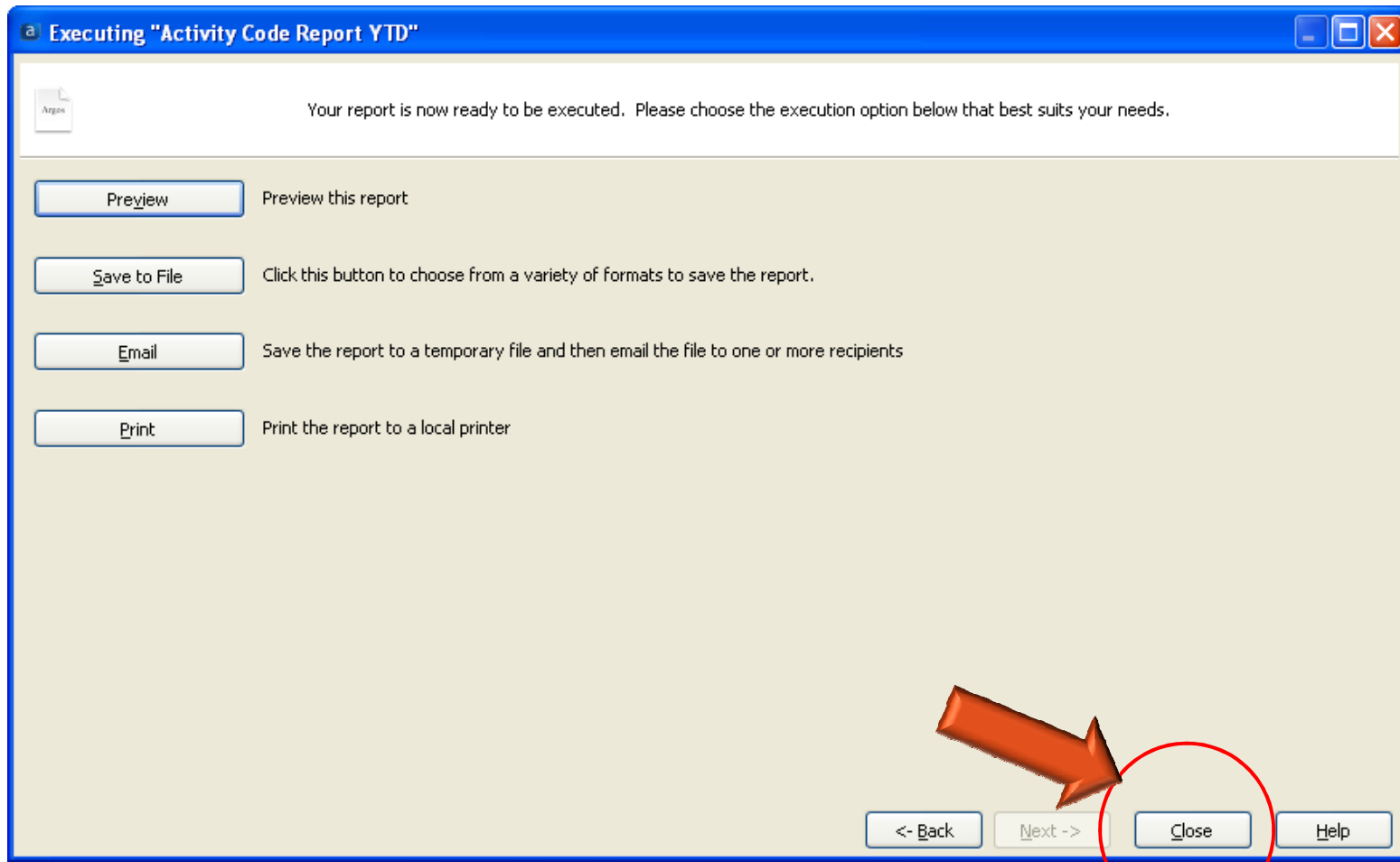
When you are done, click on Close in the upper left corner.

The screenshot shows a 'Report Preview' window with a toolbar at the top. The 'Close' button is circled in red, and a large orange arrow points to it from the left. The window displays a financial report for Macalester College for the year 2009. The report is organized by activity code and includes a 'Grand Total' at the bottom.

Macalester College							
Activity Code Transaction Report For YTD through 12/31/2009							
			Transaction Date	Trans Type	Document Code	Description	Amount
Activity Code - 1500							
100000	720010	700000	12/15/2009	JE15	J0011294	Supplies	100.00
100000	720010	700005	12/15/2009	JE15	J0011294	Bon Appetit	500.00
100000	720010	701000	12/15/2009	JE15	J0011294	Post Office	440.00
100000	720010	701500	12/15/2009	JE15	J0011294	Telephone	50.00
100000	720010	703201	12/15/2009	JE15	J0011294	Speaker Fee	1,000.00
Total Activity Code - 1500							2,090.00
Activity Code - 2900							
100000	720010	703005	12/15/2009	JE15	J0011294	Star Tribune	200.00
100000	720010	704000	12/15/2009	JE15	J0011294	Delta	300.00
100000	720010	704001	12/15/2009	JE15	J0011294	Holiday Inn	140.00
100000	720010	704002	12/15/2009	JE15	J0011294	Ramb	50.00
Total Activity Code - 2900							690.00
Activity Code - 7001							
100000	720010	704004	12/15/2009	JE15	J0011294	Ramb OOP	150.00
100000	720010	704600	12/15/2009	JE15	J0011294	Education Conference	700.00
Total Activity Code - 7001							850.00
Grand Total							3,630.00

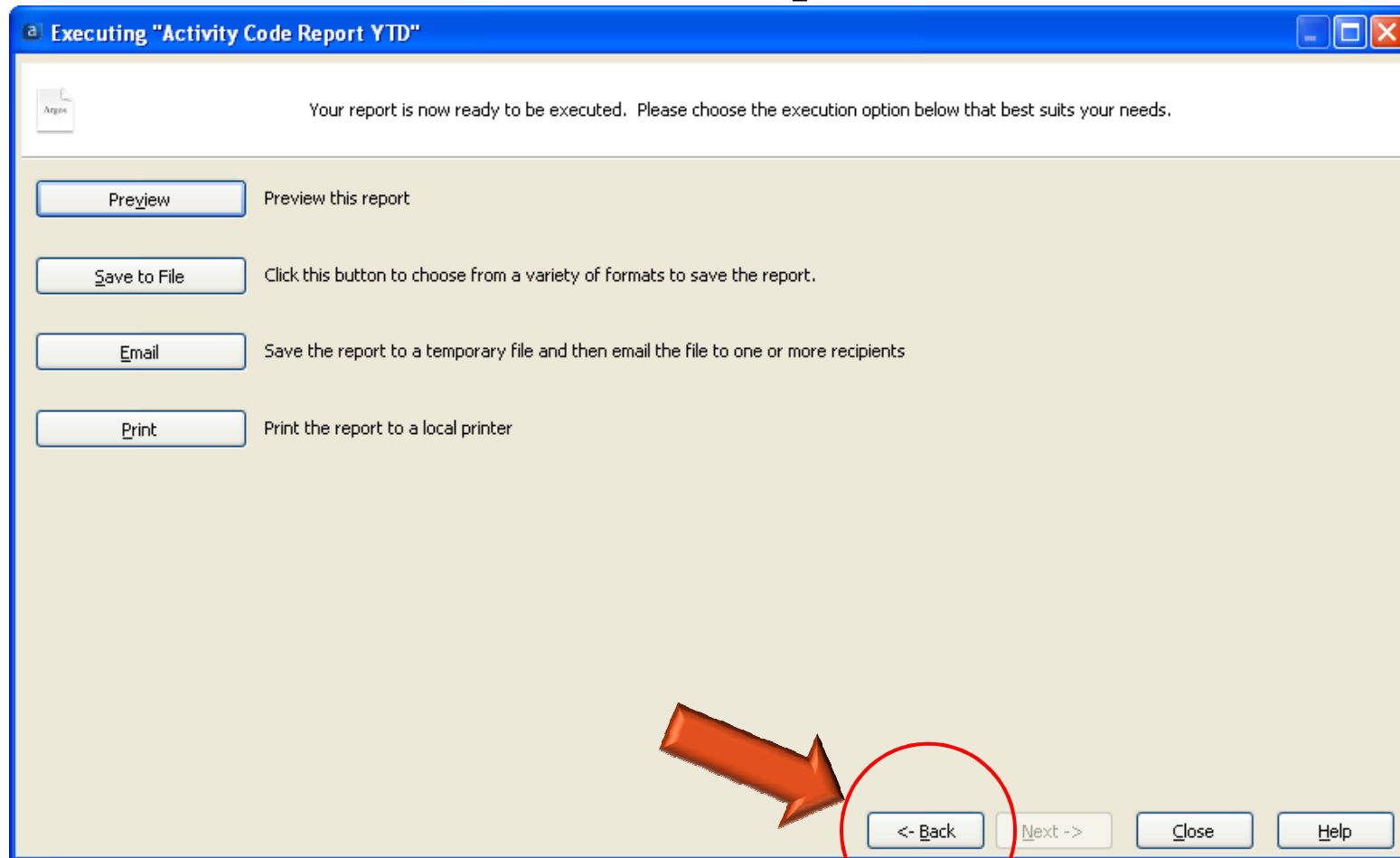


Then click on close again in the bottom right of the next screen.



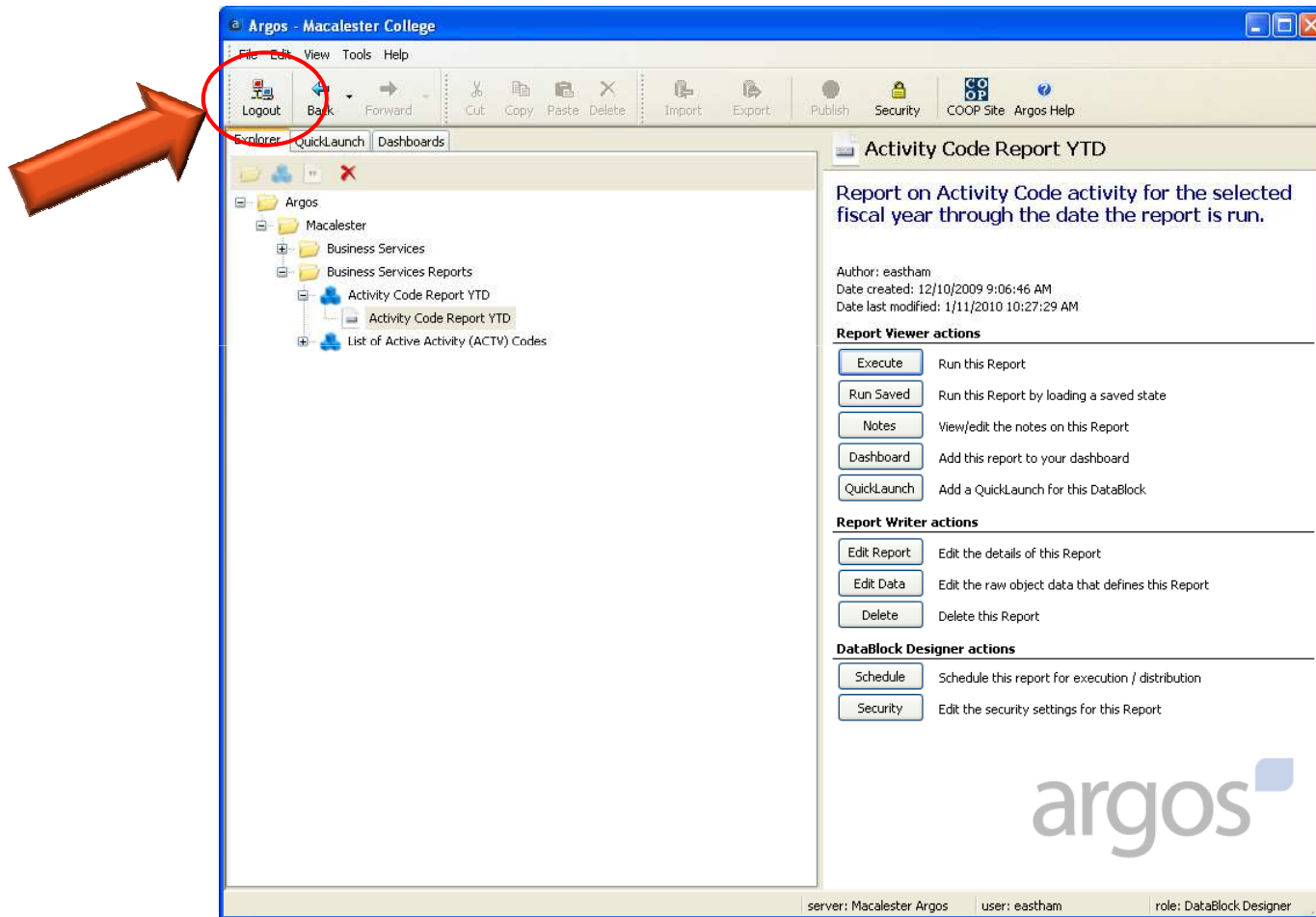


Or click on Back to select different values and run another report.



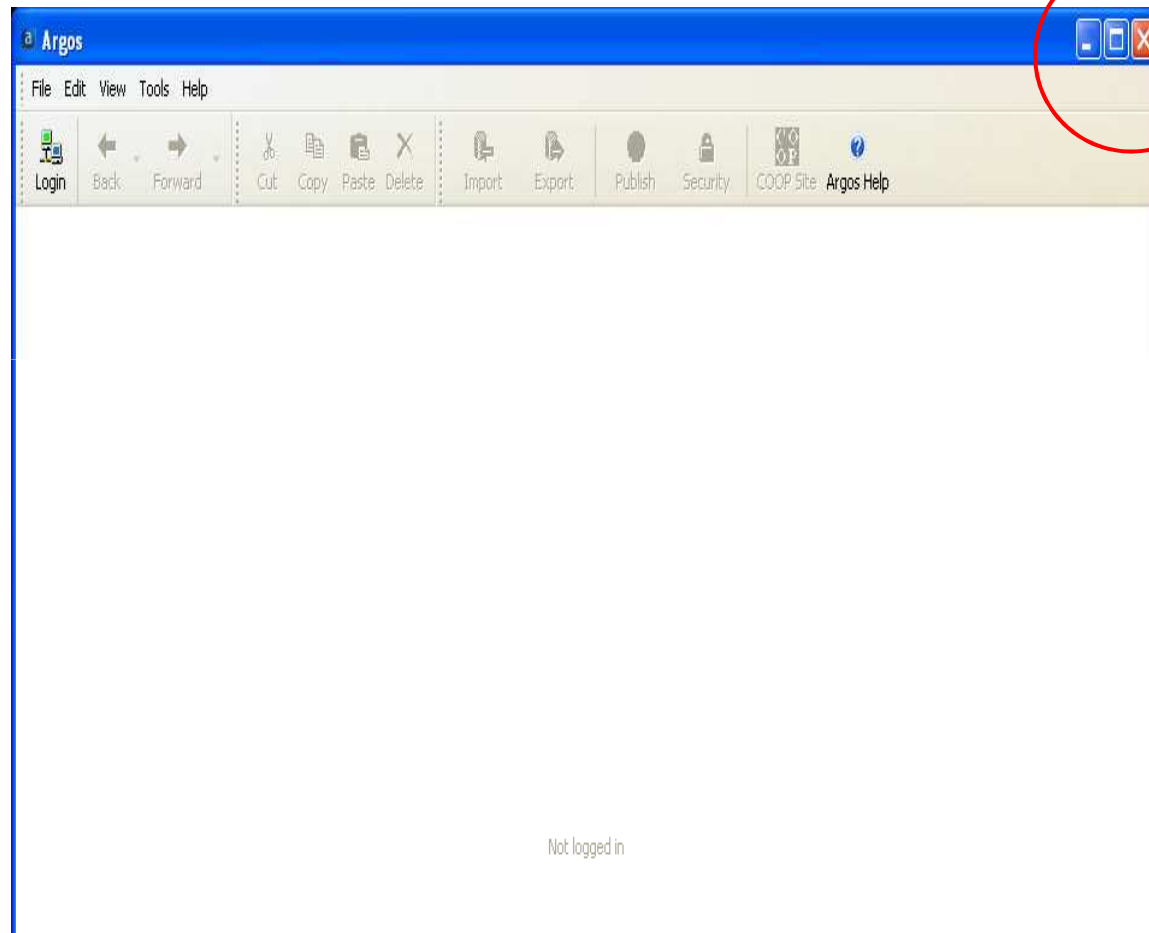


To exit Argos, click on the Logout icon in the upper left of the screen.



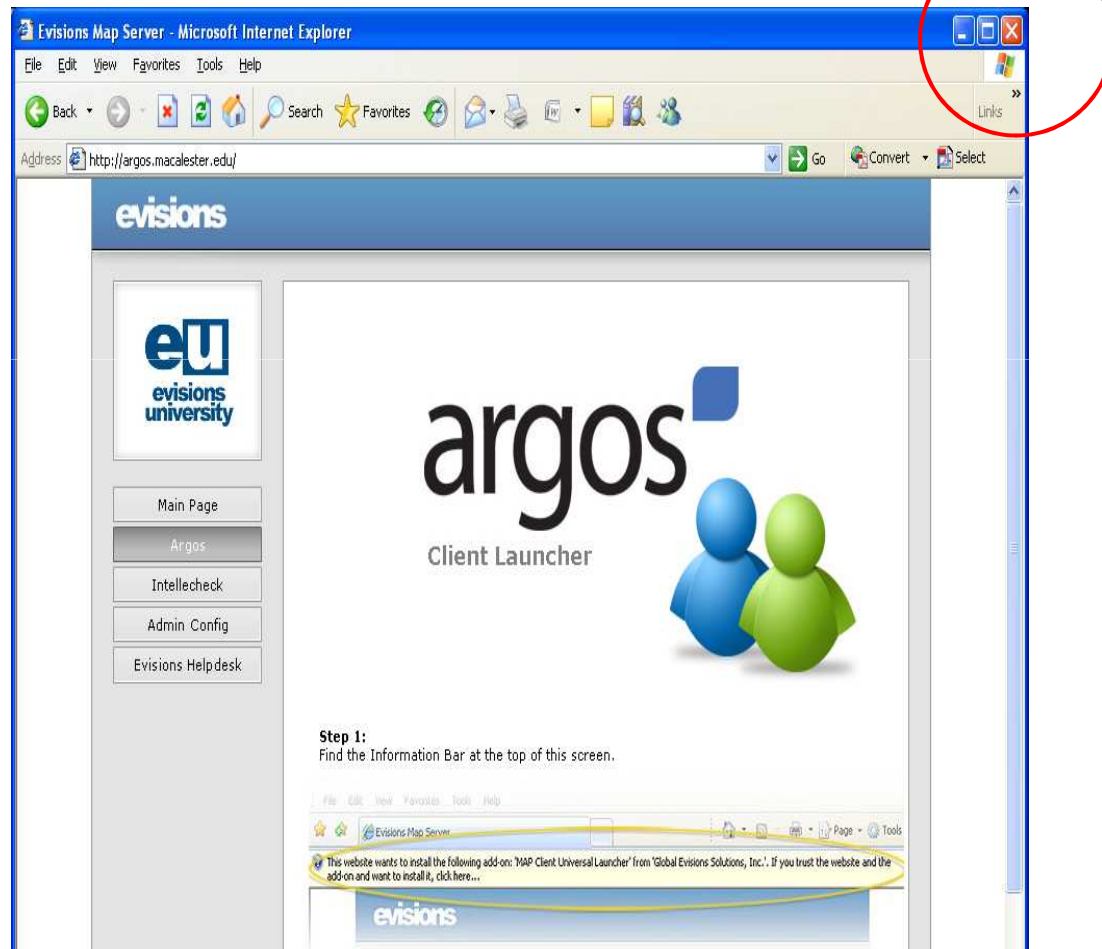


You can then close the Argos window.





Also close the Evisions window.





Please call with any questions!

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

