



Financial Systems Reporting Quick Reference

How to access – using Google Chrome, Firefox or IE on a Mac or a PC – type:

argos.macalester.edu/argos/awv/

Then to Macalester/Business Services Reports/

To set Business Services Reports as your home page, go to Settings/ Set Home

Name ^	
★	Activity Code Report by Fiscal Year
★	Budget and Transaction Expense by Fiscal Year
★	Budget and Transaction Expense by Fiscal Year - Charts
★	Budget and Transaction Expense by FY - Multiple Fund and Org Summary
★	Budget and Transaction Expense by FY - Single Fund and Org Summary
★	Fund(s) Balance Summary by FY
★	Grant Transaction by Date Range
★	Transaction by Date Range

NOTES:

Budget and Transaction by Fiscal Year is bound by Budget year

Transaction by Date Range is NOT bound by Budget year

Fund Balance reports on all non – 100000 Funds

Output: Print, Save, or Email (save and attach to Gmail)

For more information:

*Aimee Baxter x6696 – Report navigation
Tracy Arndt x 6567 – Specific transactions
Dave Berglund x6234 – Budget Allocations
ITS Helpdesk x6525 – Technical issues*

To select the format of a report, at the top of the screen (EXAMPLE BELOW:)

Reports ▾ Run	
📄	Budget and Transaction by Fiscal Year - Detail
📄	Budget and Transaction by Fiscal Year - Summary