

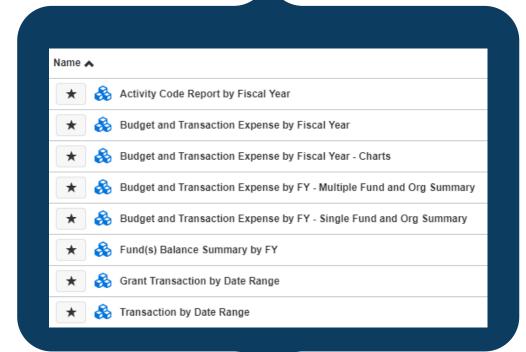
Financial Systems Reporting Quick Reference

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

<u>argos.macalester.edu/argos/awv/</u>

Then to Macalester/Business Services Reports/

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



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:)

