# Accessing Argos

Step 4:  Select the **Finance** folder by clicking on the folder identified below.

Step 5:  Select the **Operating Ledger (DW)**

Step 7:  Select criteria for report by completing the specific selections on the screen.

**Report Type** – Users have the option to select expense, revenue, or both.

**Chart of Accounts** – Report will always default to chart 'D' for District chart.

**Thru Fiscal Period** – Select the period to display on report.

**Specify FOAP Range(s)** – Click on **Specify FOAP Range(s)** to see additional selection criteria.

Selection can be specific or by range for each component of the FOAP.  After selection has been made, click on **Run** to see data selection on the bottom of the page.  For the example bei0.002 Tc 6p both.                    Foe(F44 296.)

**Optional**: See below for data output.  To copy data and paste to excel, click
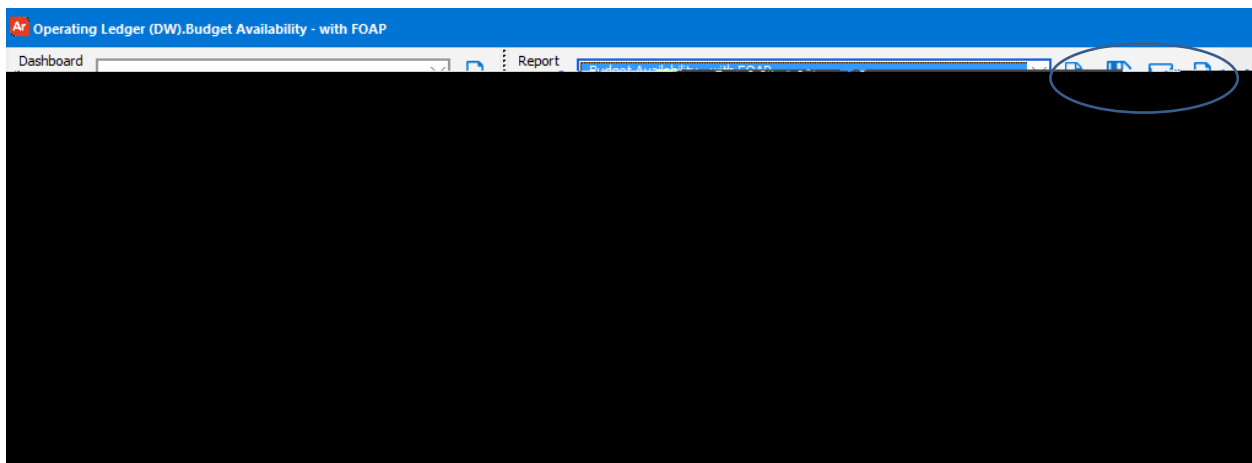
Select report format by clicking on one of the selections under Description.
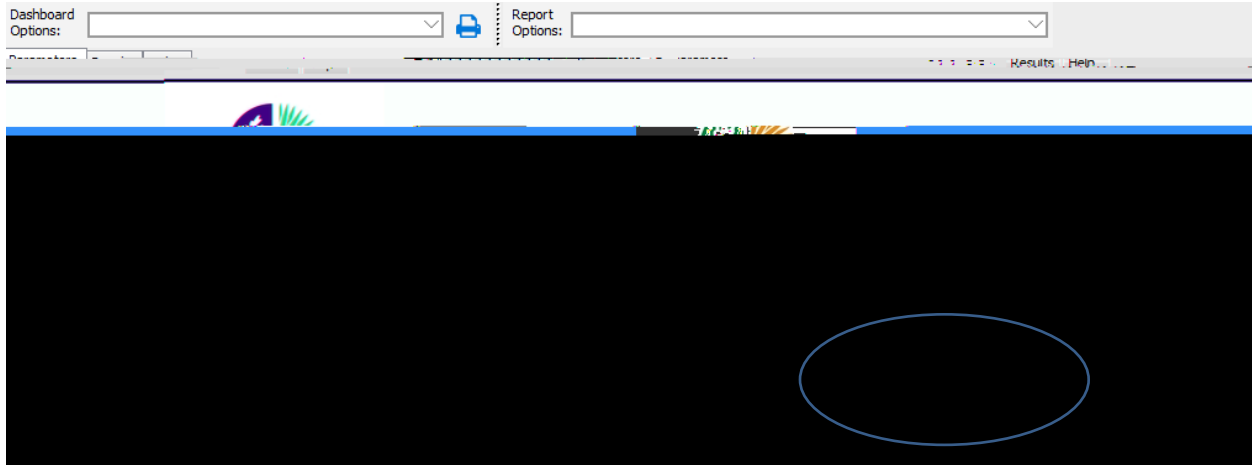
Click on the drop down arrow and select the type of report to complete criteria select.  The selection should match the layout type.  Options are **Budget Availability – with FOAP** or **Transaction Detail**.
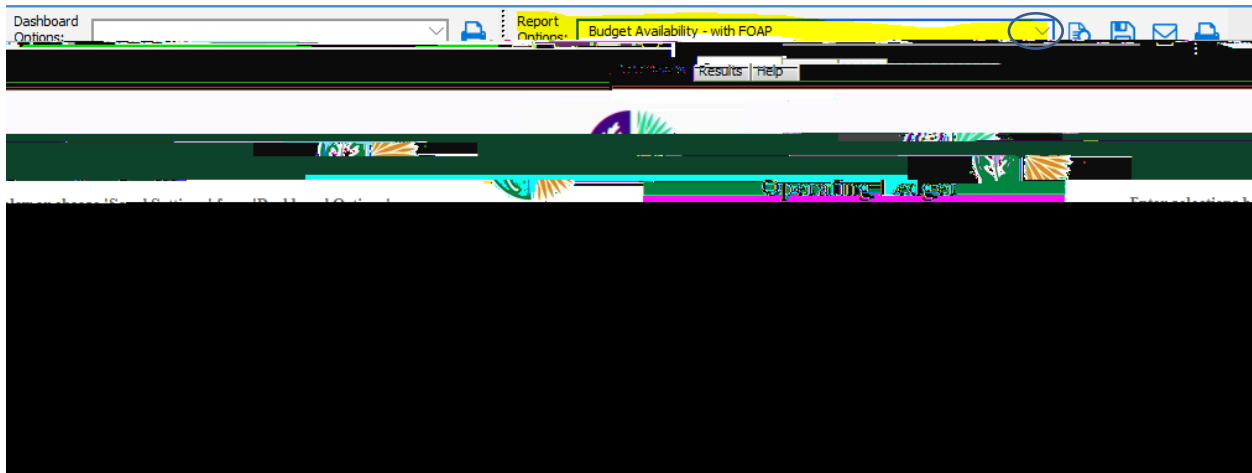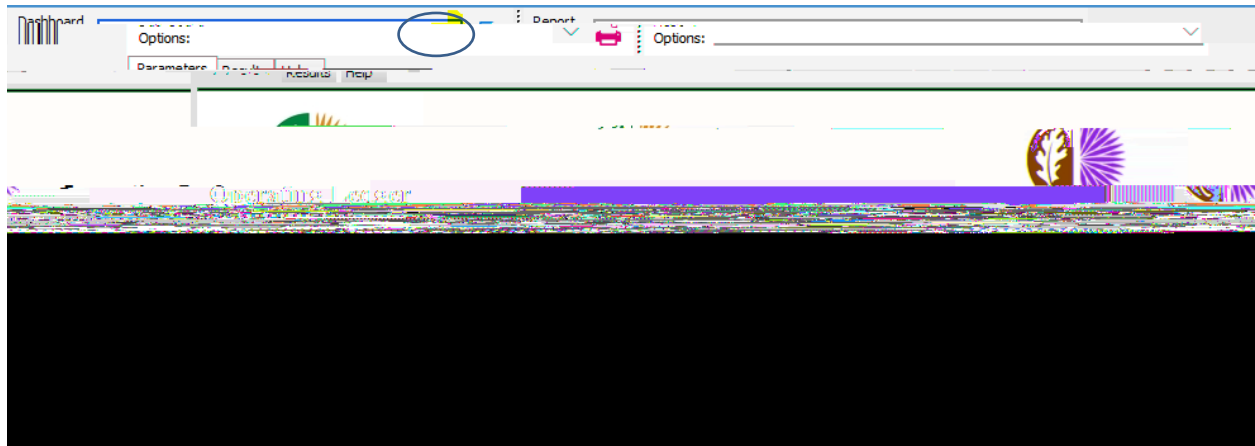
Step 8:  Select one of the icons below to view, save, send e-mail, or print report.

Step 9 (**Optional**):  To save criteria selection, select <u>**Save Current Settings**</u> in the <u>**Dashboard Options drop down menu**</u>.  This will allow users to retrieve the same criteria selection in the future.

Fund



Fill in the <u>**Name**</u> and <u>**Description**</u> of the report.  Place a check mark in the <u>**Share with other users**</u> if this report is intended to be shared.