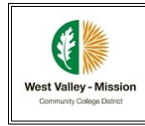


Accessing Argos Reports

Step 1: Select **Production Maps Server[Prod Evisions]** on the main page by clicking on the selection below to the right.

<https://inb-prod.ec.wvm.edu:8500/>




Ellucian Banner Links page

All pages are best viewed with 1024 x 768

Internet Native Banner (INB)	Self Service Banner (SSB)	Other Applications
Production Database [PROD]	Production Database [PROD]	Production Maps Server [Prod Evisions] Production BDM Server [Prod AppXtender] Production Automic [AMPROD]

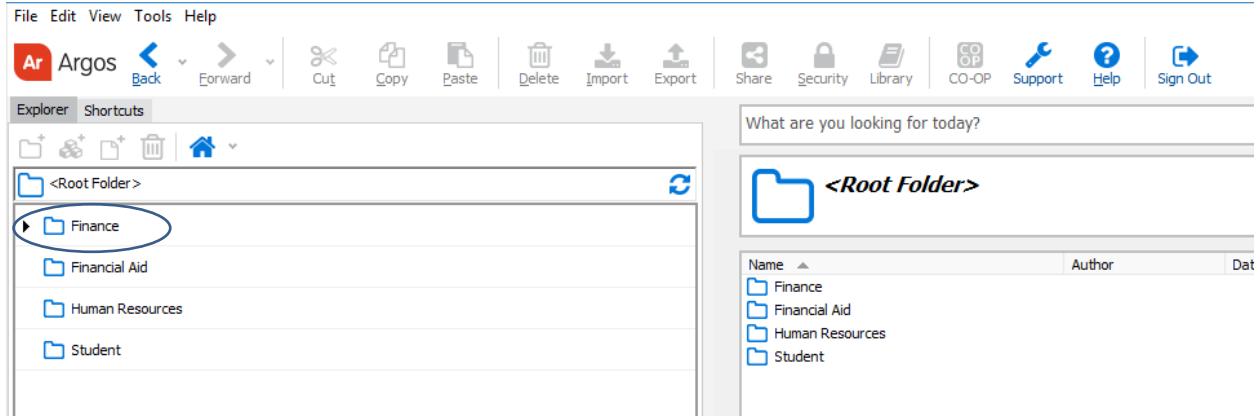
Step 2: Sign in using your daily computer login. Contact IS Help Desk at (408) 741-2696 if you are unable to log in.

A login form for the 'evisions' system. It has a blue header with the word 'evisions' in white. Below the header, there are two input fields: 'Username:' and 'Password:'. Below the password field is a checkbox labeled 'Remember this user'. At the bottom right, there is a blue button with a white user icon and the text 'Sign In'. There is also a small help icon in the bottom left corner.

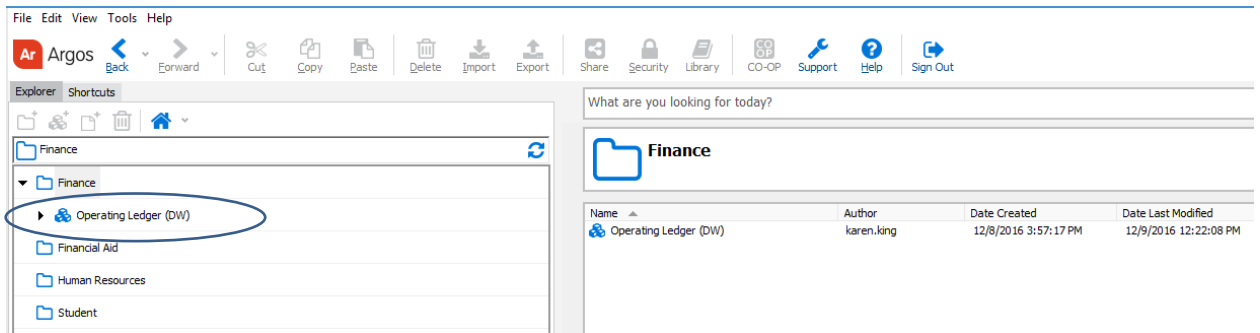
Step 3: Select **Argos** by clicking on the selection below. Make sure to run Java  if the screen appears.

The 'e launcher' interface is shown. It has a blue header with the 'e launcher' logo. Below the header, there are three buttons: 'Argos', 'FormFusion', and 'IntelleCheck'. The 'Argos' button is highlighted with a blue background. Below the buttons, there is a logo for 'evisions Argos' and the text 'Enterprise Reporting'. Below this, there is a paragraph of text: 'Evisions Argos is an enterprise reporting solution that gives you quicker access to the data that you need to run your institution. Argos makes reporting simple, delivering insights that enable you to make timely, better-informed decisions.' At the bottom, there are two buttons: 'Argos Web Viewer' and 'Argos'. The 'Argos' button is circled in red.

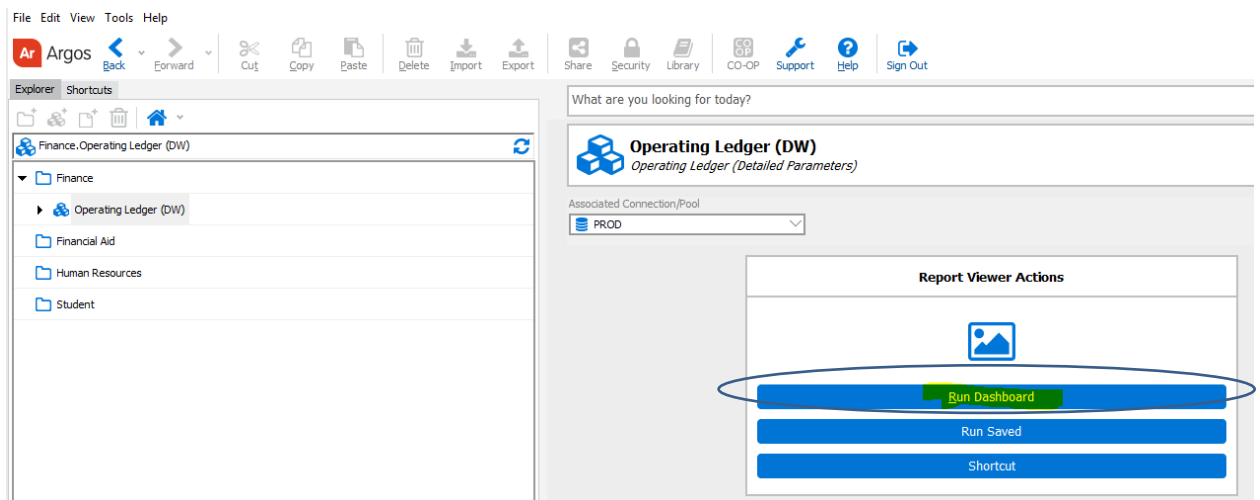
Step 4: Select the **Finance** folder by clicking on the folder identified below.



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



Step 6: Select **Run Dashboard** to view report criteria selection.



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.

Dashboard Options: [] Report Options: []

Parameters Results Help

Operating Ledger

West Valley - Mission
Community College District

Enter selections below or choose 'Saved Settings' from 'Dashboard Options' (upper left) to retrieve previously saved criteria.

Report Type

Expense
 Revenue
 Both

Specify FOAP Range(s) ?

Chart of Accounts
D - District Chart

Fiscal Year
2017
2016

Thru Fiscal Period ...

Fiscal Period	End of Quarter?
01-July	
02-August	
03-September	Y
04-October	
05-November	
06-December	Y
07-January	
08-February	
09-March	Y
10-April	
11-May	
12-June	Y
14-Accrual Period	

*** Report Options (pdf)**

Choose Layout Type	Description
Budget Availability - with FOAP	by Fund, Rev/Exp by Organization Level 3, Rev/Exp
Transaction Detail	Account Detail by Fund

* Sub-title []

*Transaction Detail From/To Dates 07/01/2016 [] 07/31/2016 []

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 below, only fund 139000 was selected.

Dashboard Options: [] Report Options: []

Parameters Results Help

Operating Ledger

West Valley - Mission
Community College District

Fund between: 139000 and 139000

Orgn between: 000000 and 999999

Acct between: 000000 and 999999

Prog between: 000000 and 999999

Actv between: 000000 and 999999

Right click on the results below to export to Excel


Run

Fiscal Year	Fiscal Period	FOAP	Acct Title	Actual Budget	YTD Actuals	Encumbrance	Budget Remaining	Fund	Fund Title
-------------	---------------	------	------------	---------------	-------------	-------------	------------------	------	------------

Optional: See below for data output. To copy data and paste to excel, click anywhere on the bottom portion of the screen and select **Copy All**. Open excel and paste to spreadsheet.

Dashboard Options: Report Options:

Parameters Results Help



Operating Ledger

Fund between: and

Orgn between: and

Acct between: and

Prog between: and

Actv between: and

Right click on the results below to export to Excel

Run

Fiscal Year	Fiscal Period	FOAP	Acct Title	Actual Budget	YTD Actuals	Encumbrance	Budget Remaining	Fund	Fund Title
17	01-July	139000-110000-210010-695000	FT Classified	11,673.00	0.00	0.00	11,673.00	139000	Parkin
17	01-July	139000-110000-311020-695000	PERS Noninstruction	1,383.00	0.00	0.00	1,383.00	139000	Parkin
17	01-July	139000-110000-320020-695000	OASDI Noninstruction	724.00	0.00	0.00	724.00	139000	Parkin
17	01-July	139000-110000-321020-695000	Medicare Noninstruction	169.00	0.00	0.00	169.00	139000	Parkin
17	01-July	139000-110000-322020-695000	UI Noninstruction	6.00	0.00	0.00	6.00	139000	Parkin
17	01-July	139000-110000-323020-695000	Workers Comp Noninstr	183.00	0.00	0.00	183.00	139000	Parkin
17	01-July	139000-110000-330020-695000	Health Benefits Active No...	1,862.00	0.00	0.00	1,862.00	139000	Parkin
17	01-July	139000-252000-210010-695000	FT Classified	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-230010-695000	PT Hourly Classified	14,971.00	0.00	0.00	14,971.00	139000	Parkin
17	01-July	139000-252000-311020-695000	PERS Noninstruction	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-312020-695000	Apple Plan Noninstruction	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-320020-695000	OASDI Noninstruction	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-321020-695000	Medicare Noninstruction	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-322020-695000	UI Noninstruction	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-323020-695000	Workers Comp Noninstr	1,029.00	0.00	0.00	1,029.00	139000	Parkin
17	01-July	139000-252000-330020-695000	Health Benefits Active No...	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-410004-620000	Supplies and Materials	0.00	0.00	5,000.00	(5,000.00)	139000	Parkin
17	01-July	139000-308500-210010-695000	FT Classified	190,890.00	13,852.25	0.00	177,037.75	139000	Parkin


66 items

Datablock: Operating Ledger (DW)
Modified: 2016-12-09 12:22:08 (karen.king)

Click the **Parameters** tab to return to main page.

Dashboard Options: Report Options:

Parameters Results Help



Operating Ledger

Fund between: and

Orgn between: and

Acct between: and

Prog between: and

Actv between: and

Right click on the results below to export to Excel

Run

Fiscal Year	Fiscal Period	FOAP	Acct Title	Actual Budget	YTD Actuals	Encumbrance	Budget Remaining	Fund	Fund Title
17	06-December	139000-110000-210010-695000	FT Classified	11,673.00	0.00	0.00	11,673.00	139000	Parkin
17	06-December	139000-110000-311020-695000	PERS Noninstruction	1,621.00	0.00	0.00	1,621.00	139000	Parkin
17	06-December	139000-110000-320020-695000	OASDI Noninstruction	724.00	0.00	0.00	724.00	139000	Parkin
17	06-December	139000-110000-321020-695000	Medicare Noninstruction	169.00	0.00	0.00	169.00	139000	Parkin
17	06-December	139000-110000-322020-695000	UI Noninstruction	6.00	0.00	0.00	6.00	139000	Parkin

Select report format by clicking on one of the selections under Description.

Dashboard Options: [] Report Options: []

Parameters Results Help

Operating Ledger

Enter selections below or choose 'Saved Settings' from 'Dashboard Options' (upper left) to retrieve previously saved criteria.

Report Type

Expense
 Revenue
 Both

Specify FOAP Range(s) [?]

Chart of Accounts Fiscal Year Thru Fiscal Period ...

D - District Chart 2017 2016

Fiscal Period End of Quarter?
01-July
02-August

*** Report Options (pdf)**

Choose Layout Type	Description
Budget Availability - with FOAP	by Fund, Rev/Exp by Organization Level 3, Rev/Exp
Transaction Detail	Account Detail by Fund

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**.

Dashboard Options: [] Report Options: Budget Availability - with FOAP []

Parameters Results Help

Operating Ledger

Enter selections below or choose 'Saved Settings' from 'Dashboard Options' (upper left) to retrieve previously saved criteria.

Report Type

Expense
 Revenue
 Both

Specify FOAP Range(s) [?]

Chart of Accounts Fiscal Year Thru Fiscal Period ...

D - District Chart 2017 2016

Fiscal Period End of Quarter?
01-July
02-August

*** Report Options (pdf)**

Choose Layout Type	Description
Budget Availability - with FOAP	by Fund, Rev/Exp by Organization Level 3, Rev/Exp
Transaction Detail	Account Detail by Fund

Step 8: Select one of the icons below to view, save, send e-mail, or print report.

Operating Ledger (DW).Budget Availability - with FOAP

Dashboard Options: [] Report Options: Budget Availability - with FOAP []

Parameters Results Help

Operating Ledger

Enter selections below or choose 'Saved Settings' from 'Dashboard Options' (upper left) to retrieve previously saved criteria.

Report Type

Expense
 Revenue
 Both

Specify FOAP Range(s) [?]

Chart of Accounts Fiscal Year Thru Fiscal Period ...

D - District Chart 2017 2016

Fiscal Period End of Quarter?
01-July
02-August

*** Report Options (pdf)**

Choose Layout Type	Description
Budget Availability - with FOAP	by Fund, Rev/Exp by Organization Level 3, Rev/Exp
Transaction Detail	Account Detail by Fund

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

Fund

Choose Layout Type	Description
Budget Availability - with FOAP	by Fund, Rev/Exp by Organization Level 3, Rev/Exp
Transaction Detail	Account Detail by Fund

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

Share with other users

OK Cancel