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/

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

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

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.
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.

Click the **Parameters** tab to return to main page.
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 **Save Current Settings** in the **Dashboard Options drop down menu**. This will allow users to retrieve the same criteria selection in the future.

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.