

Running Summary of Expenditure Reports from Argos

1. To launch **Argos**, open **Internet Explorer** and go to the **Missouri State Query Developers User Group** page (under **Q** on the site index or go to <https://www.secure.missouristate.edu/mis/QDUG/qdug.asp>) and click the **Argos** link on the left.
2. Log in with your private ID (abc123) and network password.
3. Click the **+** icon to expand the **Finance** and then the **Campus Wide Finance** folders
4. Click the **+** icon to expand the **ODS Operating Ledger** or **ODS Transactions History** datablock to access:

ODS Operating Ledger

The **Budget Summary** query will display balances only by account through the selected period.

The **Operating Ledger Extract** will extract Budget Summary report information to a CSV file.

ODS Transaction History

The **YTD Summary of Expenditures** will show all detail transactions and account balances through the selected period.

The **Transaction History Detail Extract** will extract YTD Summary report information to a CSV file.

5. Click on the desired query to select and click the **Execute** button on the right.
6. Enter your Banner INB userid (typically your first initial and last name) and password and click **Connect**.
7. Enter the desired **Fund, Org, Fiscal Year** (20xx) and **Fiscal Month** (from the drop down box) and click the **Next** button.

Note: You will only see reports for which you have been given Fund and Org access (as an Approver, Originator or Query Only). The "Roll-Up" capabilities of Banner can be used when specifying a Fund or Org. So, you may specify a specific Fund – Org (for example, A02000 – 052000 to run the report for Financial Services) or a "roll-up" Fund-Org (for example, A02000 – 050 to run reports for all organizations under the CFO). Refer to the Fund or Organization Hierarchy reports available on the Banner Finance website for the various rollup chart elements.

8. If you have selected the **Budget Summary** or **YTD Summary** report, you may click:

The **Preview** button to view the report

The **Save to File** button to save the report to a specified location

The **Email** button to email the report to a specified address

The **Print** button to print the report

If you have selected the **Operating Ledger** or **Transaction History Detail** extract, you may click:

The **Save to File** button to save the extract to a specified location

The **Email** button to email the extract to a specified address

The **Create and Launch** button to view the extract

Note: Information will be sorted by program code within organization by fund. The fiscal period will be displayed in the headings along with that period's status (Open or Closed). Extracted CSV files should be saved as an Excel spreadsheet if any further manipulation (adding totals, formulas, etc) is desired. Reports and extracts may take several minutes to run due to the volume of data. An option to "Cancel current operation" may appear; this is normal.

9. Click on the top thumbnail and then either "arrow down" to browse through the pages, or click on a specific thumbnail to go directly to that page. You may also use the menu options at the top to Close, Zoom, Browse, Select Page, Search, Print or Save the report.

Contact: QDUG@missouristate.edu for assistance with Argos, access, or security.

HelpDesk@missouristate.edu (65891) for assistance with installing ActiveX controls.

BannerFinance@missouristate.edu with questions about a report or its contents.