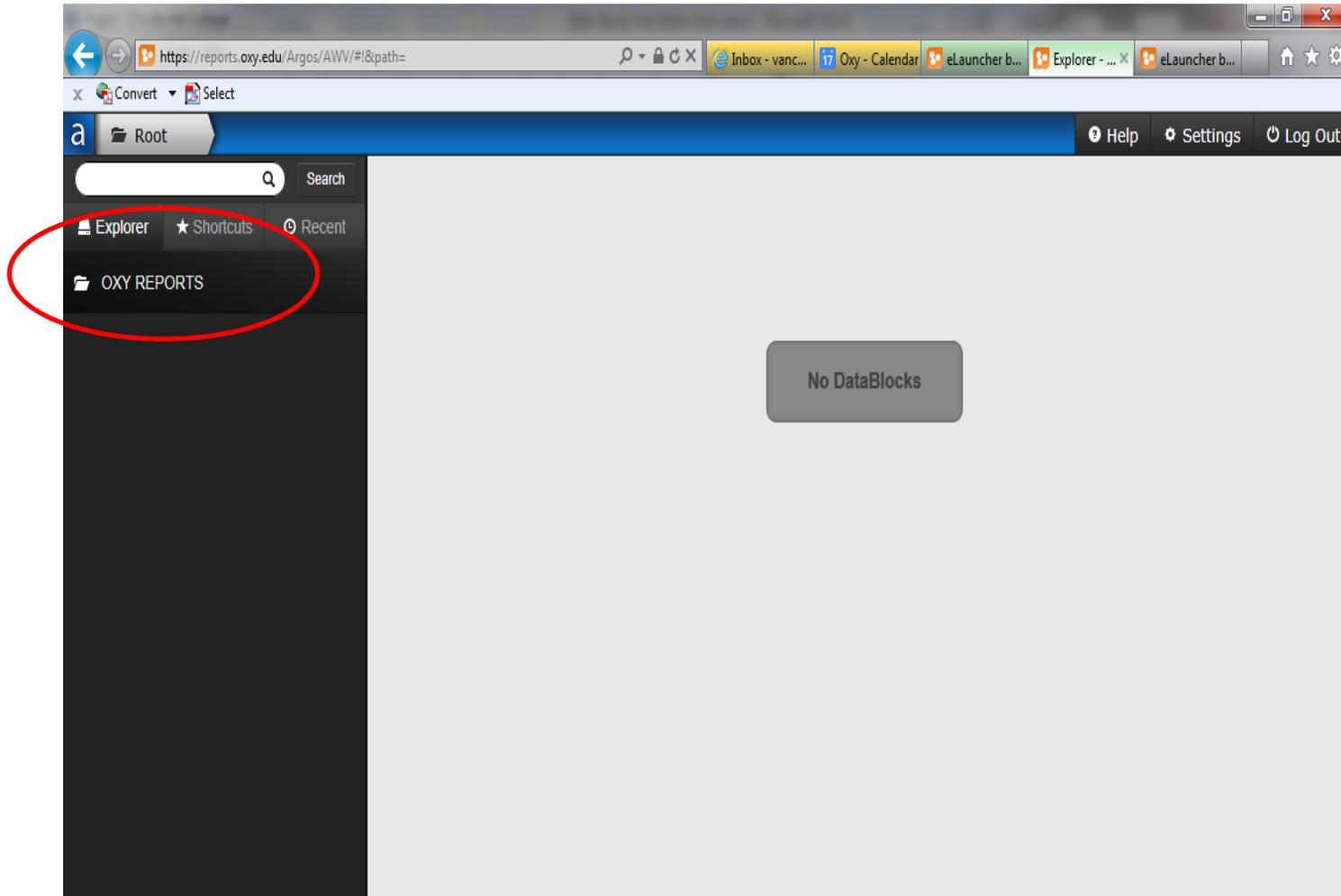
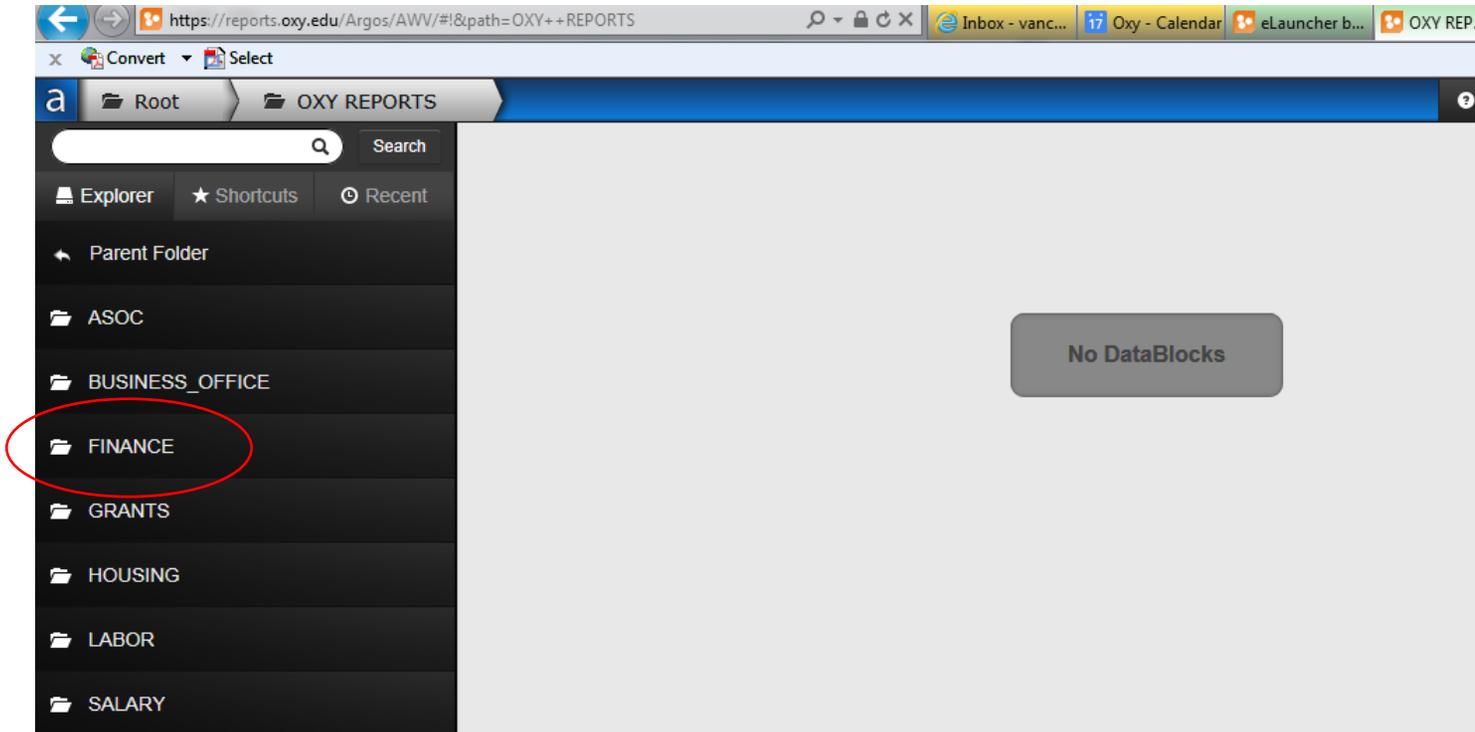




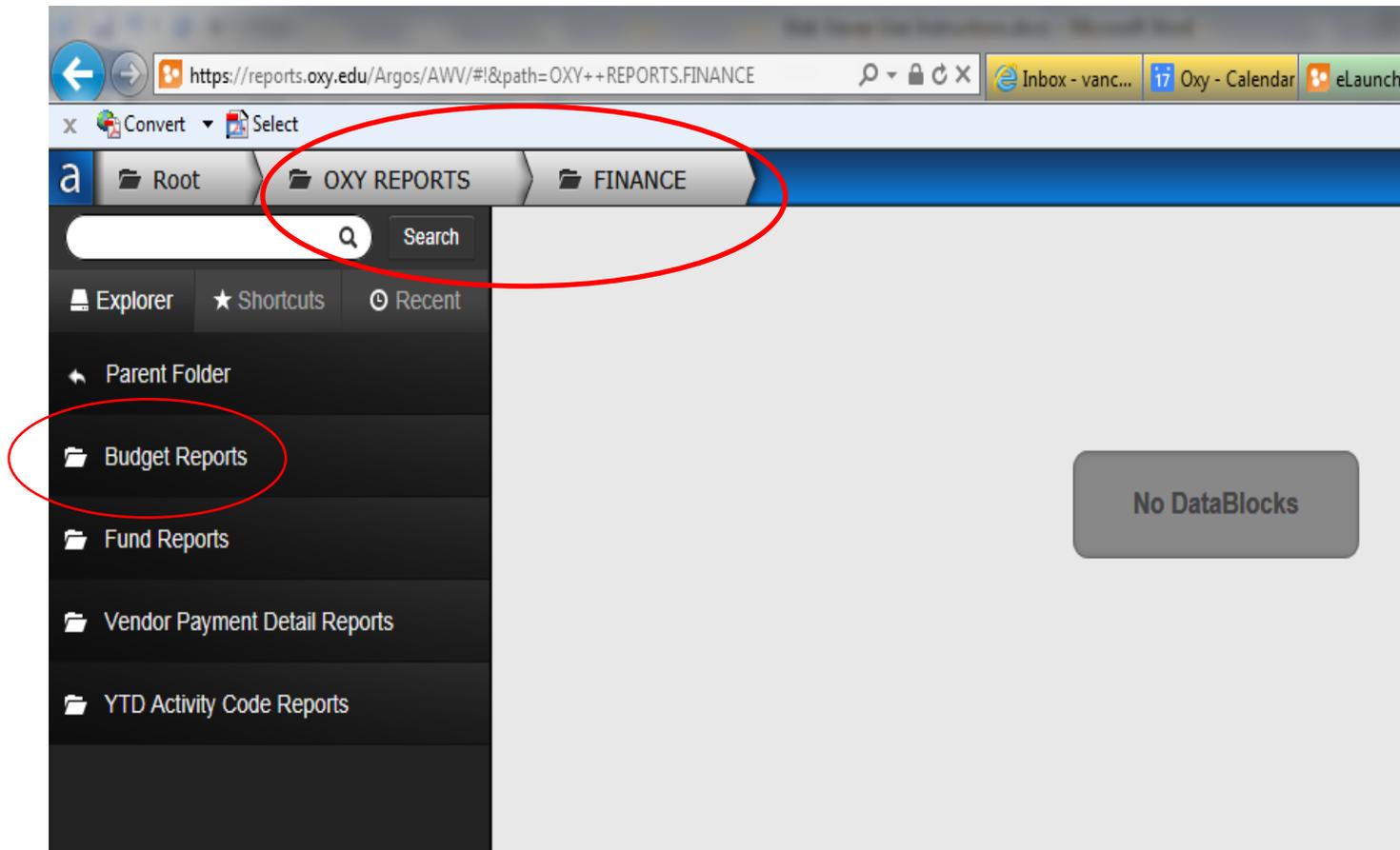
Argos Web Viewer allows users to run their Argos reports from a browser on any computer (Mac or PC) as well as iPads or Smartphones. Financial reports may take longer to run in Web Viewer. The URL is <https://reports.oxy.edu>



Select the Oxy Reports Folder



Select the Oxy Reports folder and another group of folders will slide into the left column. Each user will see only those folders for which they have permission.



Note that each selection of folders leaves a path along the top of the screen. You can jump back to any folder level by selecting that folder along the top. To run a report, select the folder that contains the report type desired.



File Edit View Favorites Tools Help

Argos Production Argos Development Gmail - Email from Google myOxy Login

Root OXY REPORTS FINANCE Budget Reports **2. Budget Balance Dashboard & Reports - Dashboard**

Saved Settings Reports Run



Available Budget Balance & YTD Activity by Month

Select Fiscal Year: 16: from Jul-01-15 to Jun-30-16

Select Fund(s):
 A001-Current Operations
 A001A-Unbudgeted Year-End Adjust
 A002-Unrestricted Reserve
 A002GI-Unrestricted Reserve-Gifts In
 A004-Filming
 A005-Summer Conferences

Select ATYP(s):
 Revenues
 Labor
 Expenses
 Transfers

Select Organization:
 Use [CTRL] or [SHIFT] to do multiple selections
 1342 - Machine Shop - Sciences
 1410 - Economics
 1420 - Education
 1430 - Politics
 1431 - Urban & Environmental Progre
 1432 - Urban & Environmental Policy
 1433 - National Awards and Fellowsh

Retrieve Budget Balance: Budget

Budget	YTD Activity	Balance	%	Encum
5,000.00	15.76	4,984.24	0.32%	

To see account detail, click here: Get Detail

ATYP	Fund	Orgn	Orgn Title	Acct	Acct Title	Adopted Budget	Adjustments	Adjusted Budget	YTD Activity	Available Balanc	% Budget	Encumbr
Expenses	A001	1433	National Awar...	2310	Services	266.00	0.00	266.00	0.00	266.00	0.00%	
Expenses	A001	1433	National Awar...	2321	Office Supplies	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00%	
Expenses	A001	1433	National Awar	2322	Other Supplie	1,352.00	0.00	1,352.00	15.76	1,336.24	1.17%	

Budget Balance dashboard allows user to select the Fund(s), Organization(s) and Account Type(s) to display the current balances. To see a summary of the Budget click button "Budget." To see the account balances and percentage of budget spent to date, click button "Get Detail." There are several banded (.PDF) reports available as well as an export to Excel. A selection(s) must be made in each of the four parameter entry boxes (Select Year, Fund, Organization and ATYP) Select a single row from the account detail to drill down to the transaction details.



Using Argos Reports, Dashboards, Shortcuts and Tutorials

The screenshot shows a web browser window with the URL <https://reports.oxy.edu/Argos/AWV/#!&path=OXY++REPORTS.FINANCE.Budget+Reports>. The interface includes a navigation menu with 'OXY REPORTS', 'FINANCE', and 'Budget Reports'. A search bar is present at the top left. The main content area displays a list of reports and data blocks. The 'Shortcuts' tab in the left sidebar is highlighted with a red circle. The star icon next to the 'FINB100-Budget to Actual YTD Summary' report is also highlighted with a red circle. A red arrow points from the 'Shortcuts' tab to the star icon.

Name	Details
★ 1. Operating Budget to Actual - by Period	4 [Details]
★ Budget to Actual - Operating Funds only	4 [Details]
Description This data block contains transaction history for budget, YTD activity and encumbrances. Data comes from TRND and TRNH tables in Banner. Data block will only retrieves data for Fund Types AU and AA (operating funds) User security is based on the fund/orgn security established by the Business Office. Salary data is shown only if user has Salary authorization. The data block sorts information in order by Fiscal Year, Fund, Organization, Account Code. modified for Web Viewer (Nov,2013)	
Created By mkostel, 11/22/2013 02:16 PM	
Modified By tha, 11/24/2013 11:02 PM	
ID 1351	
Connection PROD_CON	
★ FINB100-Budget to Actual YTD Summary	[Details]
★ FINB101-Budget to Actual YTD Summary by Acct Type	[Details]

To save your favorite reports or data blocks to a Shortcut, select the star symbol next to the report or data block. You may rename the shortcut to give the report or query a different or unique name.



Using Argos Reports, Dashboards, Shortcuts and Tutorials

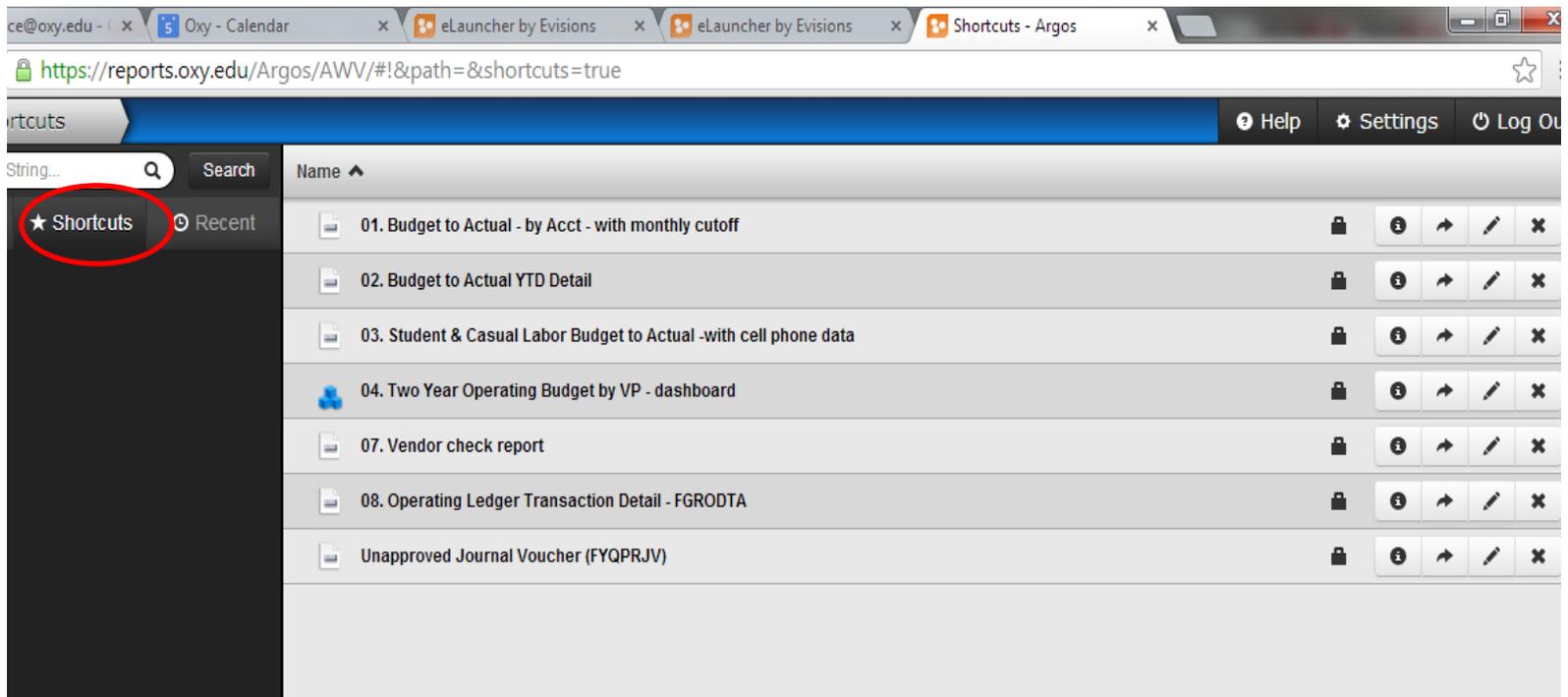
A screenshot of a web browser showing the Argos system interface. The browser tabs include "Oxy - Calendar", "eLauncher by Evisions", and "Budget Reports - Argos". The URL is "https://reports.oxy.edu/Argos/AWV/#!&path=OXY++REPORTS.FINANCE.Budget+Reports". The main content area shows a breadcrumb trail: "OXY REPORTS > FINANCE > Budget Reports". A "Create Shortcut" dialog box is open in the foreground. The dialog has a blue header with the title "Create Shortcut" and a close button. It contains the following fields and options:

- Report:** OXY REPORTS.FINANCE.Budget Reports.Budget to Actual - O...
- Name:** A text input field containing "FINB100-Budget to Actual YTD Summary", which is circled in red.
- Location:** A dropdown menu showing "<root>" with a lock icon.
- Privacy:** Two radio buttons: "Shared Shortcut" and "My Shortcut". The "My Shortcut" option is selected and circled in red.
- Change Location:** A button with a location pin icon.
- Buttons:** A blue "+ Create" button and a grey "Cancel" button.

Rename the report or shortcut here and then click Create.



Using Argos Reports, Dashboards, Shortcuts and Tutorials

A screenshot of a web browser showing the Argos Shortcuts interface. The browser tabs include "Oxy - Calendar", "eLauncher by Evisions", and "Shortcuts - Argos". The address bar shows the URL "https://reports.oxy.edu/Argos/AWV/#!/&path=&shortcuts=true". The interface has a dark blue header with "Shortcuts" and navigation links for "Help", "Settings", and "Log Out". A search bar is present with a "Search" button. A sidebar on the left shows a "String..." search field and a "Recent" tab. The main content area is a table of shortcuts, with the "Shortcuts" tab highlighted in red. The table lists various reports and dashboards with icons for locking, information, navigation, editing, and deletion.

Name	Lock	Info	Nav	Edit	Delete
01. Budget to Actual - by Acct - with monthly cutoff	🔒	ℹ️	➡️	✏️	✖️
02. Budget to Actual YTD Detail	🔒	ℹ️	➡️	✏️	✖️
03. Student & Casual Labor Budget to Actual -with cell phone data	🔒	ℹ️	➡️	✏️	✖️
04. Two Year Operating Budget by VP - dashboard	🔒	ℹ️	➡️	✏️	✖️
07. Vendor check report	🔒	ℹ️	➡️	✏️	✖️
08. Operating Ledger Transaction Detail - FGRODTA	🔒	ℹ️	➡️	✏️	✖️
Unapproved Journal Voucher (FYQPRJV)	🔒	ℹ️	➡️	✏️	✖️

Each time you log on to Argos, you can select the Shortcuts tab to drop down your favorite reports. You may also edit the name of the shortcut or delete the shortcut on the right. You may save a report or a data block (dashboard) to "Shortcuts."



Using Argos Reports, Dashboards, Shortcuts and Tutorials

A screenshot of a web browser displaying the Argos Reports interface. The browser's address bar shows the URL "https://reports.oxy.edu/Argos/AWV/#!&path=OXY++REPORTS". The interface includes a navigation pane on the left with a search bar containing "Budget" and a "Search" button. Below the search bar are three tabs: "Explorer", "Shortcuts", and "Recent", with "Recent" highlighted by a red circle. The main content area on the right is currently empty, displaying a "No DataBlocks" message in a grey box. The navigation pane lists several report items, each with a trash icon: "HRP102 - Payroll Positive Pay - i...", "Two Year Operating Budget by VP", "Operating Ledger Transaction D...", "FINB107 AP Paid Invoice Detail -...", "FINB110 Student & Casual Labo...", "Budget to Actual - Operating Fun...", "Budget to Actual - Operating Fun...", and "Student Labor- Non-Operating F...".

The "Recent" button will drop down a list of the most recent reports you have run allowing you to return to a previous report quickly. You will need to re-enter the parameters for the report.

Argos Folder Structure for Fund Managers

📁 OXY REPORTS

📁 FINANCE

📁 Fund Balance & Fund Reports

📁 FINANCE 📁 Fund Balance & Fund Reports Help Settings Log Out

Name ^

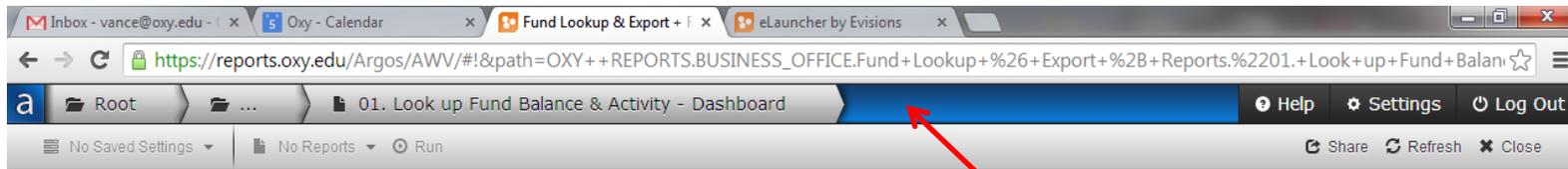
★	 01. Look up Fund Balance & Activity		Details
★	 02. Fund Balance Summary Report	2 	Details
★	 03. Fund Activity Report	2 	Details

📁 Budget Reports

📁 LABOR



Fund Balance Dashboard & Activity details



Current Fund Balance and transaction detail

Select Fiscal Year 14: from 01-Jul-13 to 30-Jun-14

Leave unchecked for Active Funds Only Inactive Funds Only all funds

Select Fund A021 - Staff Council

Fund Title	Current Balance
Staff Council	\$0.00

Note: Fund balances do not roll forward on the first day of a new fiscal year. Select prior year to see ending balance that will be forwarded to the new fiscal year.

Date	Document	Description	Revenues	Expenses	Transfers	Dept	Name	Account	Acct Title
------	----------	-------------	----------	----------	-----------	------	------	---------	------------

This Dashboard will display both the current fund balance for the selected Fiscal year and the activity, if any, posted to the fund during the fiscal year selected. There are 3 reports on this data block – Fund details, Fund summary and Fund details spread into monthly columns (8 ½ x 14 Legal size paper required).