

Year-To-Date Financial Transactions (with FOS) Report

The Year-To-Date Financial Transactions with Fund Organization Security report gives you information on the budgets and expenditures for the personnel services and operating lines of an organization for the fiscal year.

This report has two sections: Salary and Wages, and Direct Expenditures. In each section, expenditures are grouped by account code categories (e.g., Adm Professional Salary, Faculty, C.S. Regular Salary, etc. for Salary and Wages; Office Supplies, Copy Service Watts, Travel Employee In State, etc. for Direct Expenditures).

On the summary line of account types, budgets, expenditures, encumbrances and balances are listed.

1. Open your web browser, enter <http://argosrv:8080/argos/>.
2. Enter your Username and Password in proper fields.
3. Press Enter or click on the Login button.
4. Click on the + sign in front of "Financial Managers Reports" on the left-hand side.
5. Click on the + sign in front of "Year-To-Date Financial Transactions (withFOS)."
6. Double-click on the **indented "Year-To-Date Financial Transactions"** to launch the report. A new window for executing the report appears.
7. Click on the down arrow next to "Select Fiscal Year:" and choose the desired year.
8. Click on the down arrow next to "Select Acct. Period Thru:" and choose the desired ending period.
9. In the "Acct. Class(es) to Include" box, choose "Expense Accounts Only" for appropriated organizations, or choose "Revenue and Expense Accounts" for non-appropriated organizations.
10. In the "Orgn Code(s)" box, choose the desired organization. If you cannot access to the organization that you need, please contact Raju Padmaraju at 581-6603 or lpadmaraju@eiu.edu.
11. Click on the "Get Quick View Results" button right below "Notes" box.
 - While in Quick View mode, you have the option of saving the transactions data. Right-click in the area under "Get Quick View Results" and click on the "Save results ..." button to have the report saved in csv format, which can be opened in Excel.
12. Click on the "Next" button at the bottom right-hand side.
 - Click on "Preview" (recommended) to check on your data before you print.
 - Click on "Print" to print the report.
 - Click on the "Back" button in the bottom right-hand corner to return to the previous screen and choose a different organization.
 - Click on "Close" to go back to the main Argos screen. In that screen, click on the Logout button in the tool bar, then click on the X in the upper right-hand corner to exit completely out of Argos.
13. Review or print at the "Report Preview" screen as follows:
 - In the upper left-hand corner, click on the arrow or double-head arrow pointing to the right to see the next page or last page of the report, respectively.
 - Also in the upper left-hand corner, click on the arrow or double-head arrow pointing to the left to see the previous page or first page of the report, respectively.
 - Click on the printer icon to print the above report.
 - Click on "Close" button to return to the previous screen.