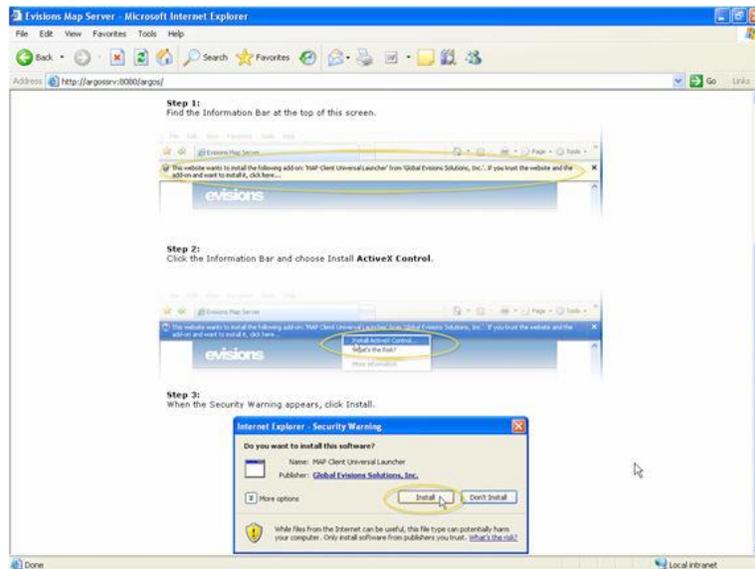


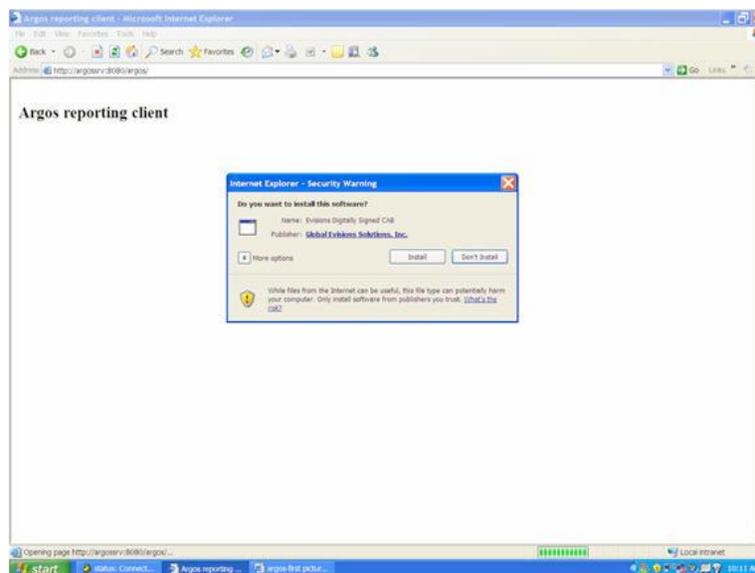
FAAQS -- Financial Account Authorization Query System

Step 1: Login to Argos - If you unable to logon – Contact Cathy Ashmore – 581-7604

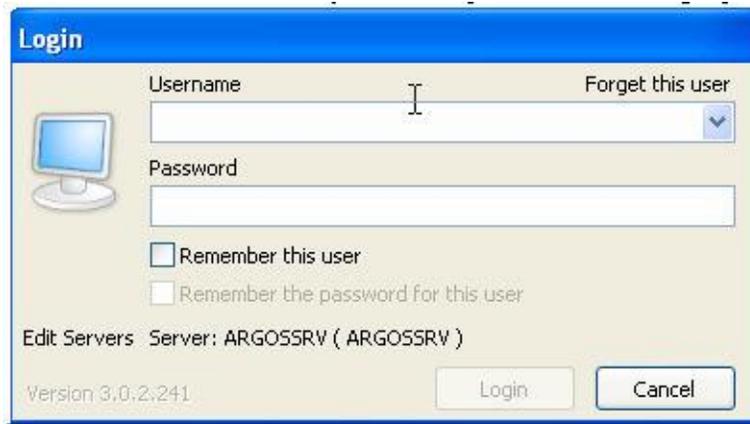
- Go to: <https://argos.eiu.edu/argos/>. At the prompt, enter your EIU user-id and password.
- If this is your first time you may have to install Argos. If you are not prompted by the next screens...skip to **Step 4**.



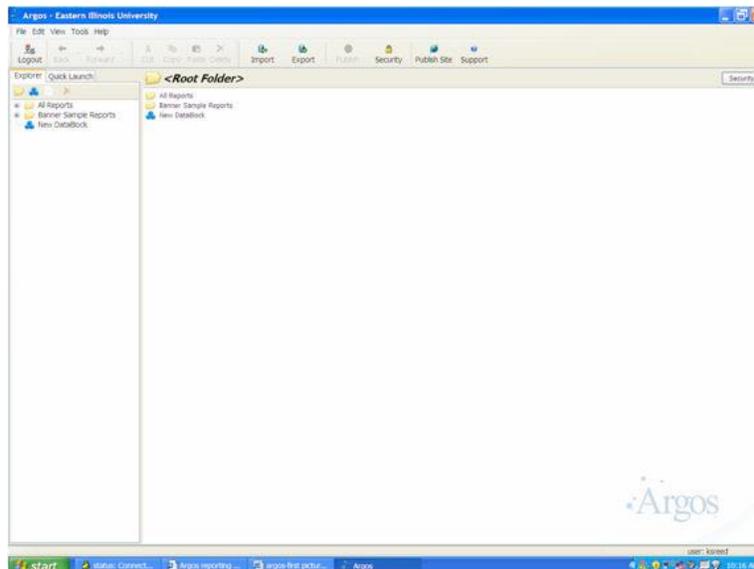
Step 2: The next screen to appear will ask if you want to install the Argos Reporting Client. See below:



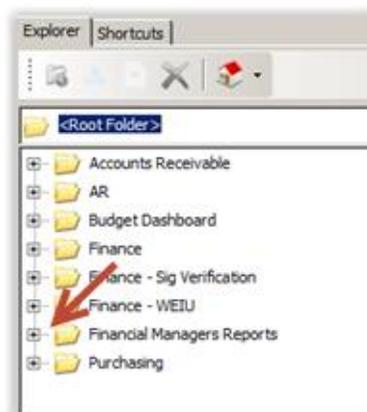
Step 3: After successful installation, you will be presented with a login prompt. To login, use your network id as the username and password. If you logged in successfully you will get screen like in **Step 4**.



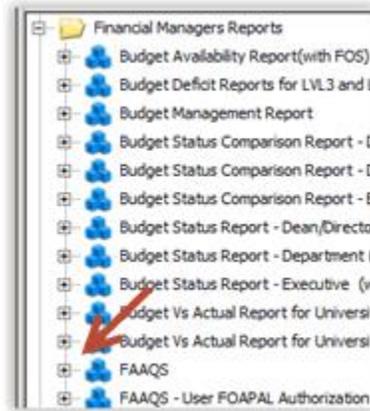
Step 4: You should now be logged in, ready to work in Argos, and receive a screen similar to the following:



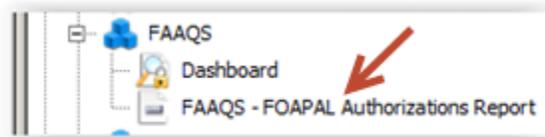
- On the left menu, click on the + (plus sign): Financial Manager Reports



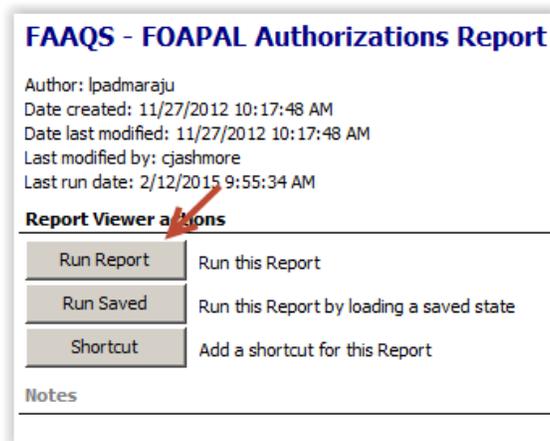
- Click on the + (plus sign): FAAQS



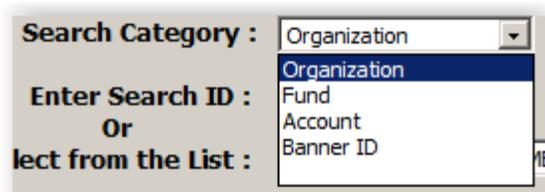
- Click: FAAQS – FOAPAL Authorization Report



- Select: Run Report



- Search Category: Allows you to search by fund, organization, account, or Banner ID
 Enter Search ID then ENTER:



- You can Enter the fund to search for, (you may get multiple orgs in the list, depending on the Fund), org, or account number you want to view.

Search Category : Fund

Enter Search ID : 930697

Or

Select from the List : 930697 - LGBTQA ALUMNI SCHOLARSHIP

- You may also enter the Banner ID of a person you want to search for, to see what access they have.

Search Category : Banner ID

Enter Search ID : memcguire

Or

Select from the List : E12006124 - Mark E McGuire

- You can limit your search by typing in the first 3 digits and a % sign. For example, 123%

Search Category : Fund

Enter Search ID : 930%

Or

Select from the List : 930002 - TELEFUND EXPENSES

Results by Fund/Org

User Signature:

atus : A

Name	Fund/Org
5 Jerilyn Hutson	930002 - TELEFUND EXPENSES
4 Kimberly L Harris	930003 - 1895 ANNUAL FUND
5 Lisa Denson-Rives	930005 - CEPS ANNUAL FUND
0 Martha L Hackler	930007 - EIU PARENTS FUND
5 Steven W Rich	930008 - CAH ANNUAL FUND
	930009 - LCBAS ANNUAL FUND
	930010 - COS ANNUAL FUND
	930011 - FRIENDS OF WEIU-TV
	930012 - WEIU-FM UNDERWRITING
	930013 - WEIU-TV UNDERWRITING
	930014 - GEN STUDIES DEGREE PRG ANNUAL FU
	930015 - BUZZARD CAMPAIGN
	930016 - FRIENDS OF WEIU-FM
	930017 - MINORITY SCHOLARSHIP CAMPAIGN
	930018 - GRADUATE SCHOOL ANNUAL FUND
	930019 - EI+U LEADERSHIP
	930020 - FRIENDS OF WEIU-TV
	930021 - WEIU-FM UNDERWRITING
	930022 - WEIU-TV UNDERWRITING
	930023 - FRIENDS OF WEIU-FM
	930025 - GREEK LIFE
	930105 - BUSINESS AFFAIRS FUND
	930106 - ARTS & HUMANITIES FUND
	930107 - ADULT & CONTINUING EDUCATION
	930108 - LUMPKIN COLLEGE OF BUSINESS FUND
	930109 - COMMON INVESTMENTS
	930111 - FOUNDATION CLEARING
	930112 - EI CLUB ATHLETICS
	930113 - ATHLETICS GENERAL
	930114 - Athletics - Legacy Building Fund

Results By Banner

- You can select from the list: Gives you a list of all fund and org numbers to choose from if you don't know the number.

Search Category : Fund

Enter Search ID :

Or

Select from the List : 100000 - BRS GENERAL CLEARING

Results by Fund/Org

User Signature:

atus : A

Name	Fund/Org
1 Michael W Hutchinson	100000 - BRS GENERAL CLEARING
3 Tami J Babbs	100002 - CLOSED ACCOUNT CLEARING
	100020 - DELINQUENT COLLECTION CLEARING
	100030 - PLUS LOANS
	100040 - STUDENT FINANCIAL AID CLEARING
	100050 - REGISTRATION CLEARING
	100060 - BRS REFUND CLEARING
	100065 - WEB PAYMENT CLEARING
	100070 - CASHIER RECEIPT CLEARING
	100080 - TOUCH-TONE REGISTRATION CLEARIN
	100090 - UNION DEPOSIT ACCOUNT
	100100 - UNION TICKET OPERATIONS
	100110 - EDUSERV CLEARING
	100120 - PRIVATE LOANS CLEARING
	100370 - CHECKS RETURNED
	100380 - SALES TAX CLEARING
	100400 - INTEREST FISCAL YEAR CLEARING
	100410 - UNCLAIMED FUNDS
	100420 - VOID PRS CHECKS CLEARING ACCOUNT
	100430 - REVOLVING
	100440 - VOIDED ITEMS/REFUNDS
	100450 - INVESTMENT POOL
	100760 - CDL TESTING CLEARING
	106000 - MOOSEHEART SCHOLARSHIP
	106010 - UNITED MINE WORKERS SCHOLARSHIP
	106020 - FORD MOTORS SCHOLARSHIP
	106030 - SCHERER SCHOLARSHIP
	106050 - PHEA STIPEND
	106060 - NCAA NEEDY GRANT
	106080 - AMERITECH SCHOLARSHIP

Results By Banner

In this case, Org # 133300, was entered in Enter Search ID. You see the list of individuals that have access to that particular Org. Highlighting (Clicking) one of those names will give you their electronic signature (if you have access to see it) and populate the bottom section Search results by Banner: You will receive the name and numbers of all fund and orgs that person has in the Banner system.

Financial Account Authorizations Query System

Search Category: Organization
 Enter Search ID: 133300
 Or
 Select from the List: 133300 - EMPLOYEE DEVELOPMENT

Financial Manager/User Details
 Banner ID: CLPHILLIPS
 E # : E12089460
 Name: Charles L. Phillips
 Empl. Status: A
 Phone: 581-3514
 E-Mail: cphillips@eu.edu

FOAPAL
 Fund: 110020
 Org: 133300
 Account:

Search Results by Fund/Orgn/Account

Empl. Status: A

E #	Name	Phone #	Location	Banner ID	Delegated Signature	Invoice Approver	Create On-Line Documents	Sign Payroll Documents	Order Supplies	OfficeFax	Prepare On-Line UPS Labels	P-Card	Inquiry
E12090321	Julie A. Benedict	581-8415	Old Man - 2010	JABENEDICT	Y	Y	Y		Y		Y		
E12042904	Paula J Embry	581-8317	Old Man - 2010	PJEMBRY	Y		Y		Y				
E12032862	Sandra E Bowman	581-5399	Old Man - 2010	SEBOWMAN	Y		Y	Y	Y				Y

Search Results By Banner ID

Fund	Orgn	Account	Description	FMGR_ID	Delegated Signature	Invoice Approver	Create On-Line Documents	Sign Payroll Documents	Order Supplies	OfficeFax	Prepare On-Line UPS Labels	P-Card	Inquiry
110020	133000		HUMAN RESOURCES	CLPHILLIPS	Y	Y	Y		Y				Y
110020	133300		EMPLOYEE DEVELOPMENT	CLPHILLIPS	Y	Y	Y		Y				Y
134110	233003		STAFF DEVELOPMENT	CLPHILLIPS	Y	Y	Y		Y				Y
134200	233004		FACULTY DEVELOPMENT WORKSHOPS	SEBOWMAN	Y		Y						Y

If you typed in a Banner ID in the Enter Search: Search results will populate with the name and numbers of all funds and orgs that Banner ID has in the Banner system. Those with *Y are the ones they are the financial manager of.

Financial Account Authorizations Query System

Search Category: Banner ID
 Enter Search ID: E12090321
 Or
 Select from the List: E12090321 - Julie A. Benedict

Financial Manager/User Details
 Name: Julie A. Benedict
 Empl. Status: A
 Phone: 581-8415
 E-Mail: jabenedict@eu.edu

FOAPAL
 Fund: E12090321
 Org: Julie A. Benedict
 Account:

Search Results by Fund/Orgn/Account

Empl. Status:

E #	Name	Phone #	Location	Banner ID	Delegated Signature	Invoice Approver	Create On-Line Documents	Sign Payroll Documents	Order Supplies	OfficeFax	Prepare On-Line UPS Labels	P-Card	Inquiry

Search Results By Banner ID

Fund	Orgn	Account	Description	FMGR_ID	Delegated Signature	Invoice Approver	Create On-Line Documents	Sign Payroll Documents	Order Supplies	OfficeFax	Prepare On-Line UPS Labels	P-Card	Inquiry
110020	133000		HUMAN RESOURCES	CLPHILLIPS	Y	Y	Y		Y				Y
110020	133300		EMPLOYEE DEVELOPMENT	CLPHILLIPS	Y	Y	Y		Y				Y
134110	233003		STAFF DEVELOPMENT	CLPHILLIPS	Y	Y	Y		Y				Y
134200	233004		FACULTY DEVELOPMENT WORKSHOPS	SEBOWMAN	Y		Y						Y