FAAQS -- Financial Account Authorization Query System
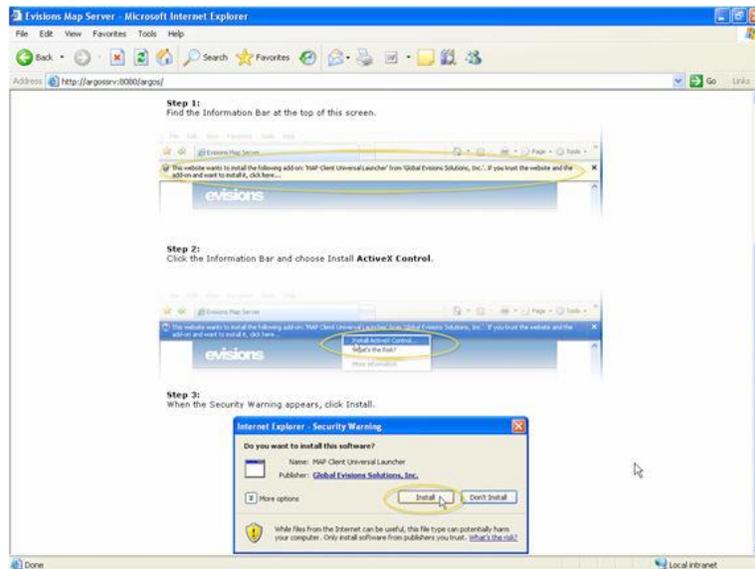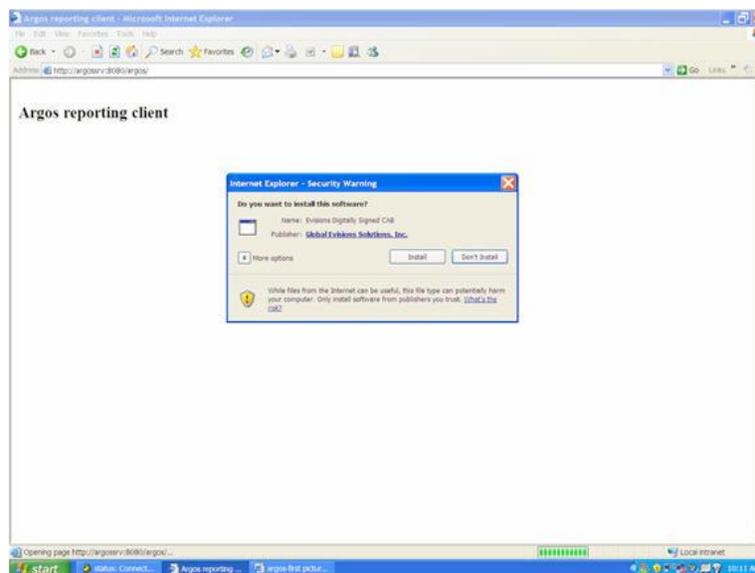
Step 1: Login to Argos - If you unable to logon – Contact Cathy Ashmore – 581-7604
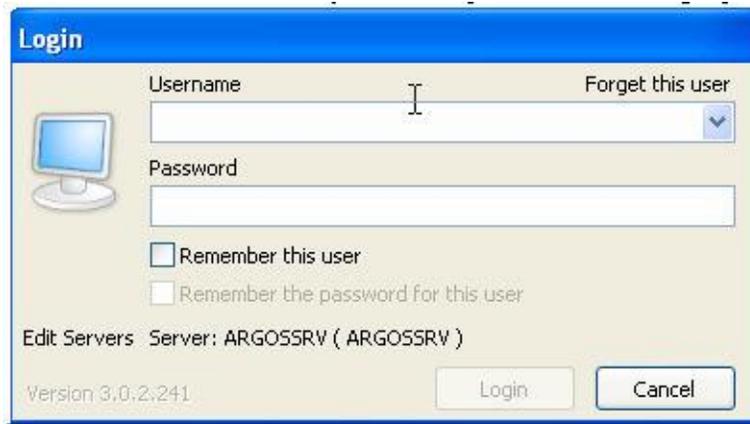
- o Go to: https://argos.eiu.edu/argos/. At the prompt, enter your EIU user-id and password.

- o 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**.
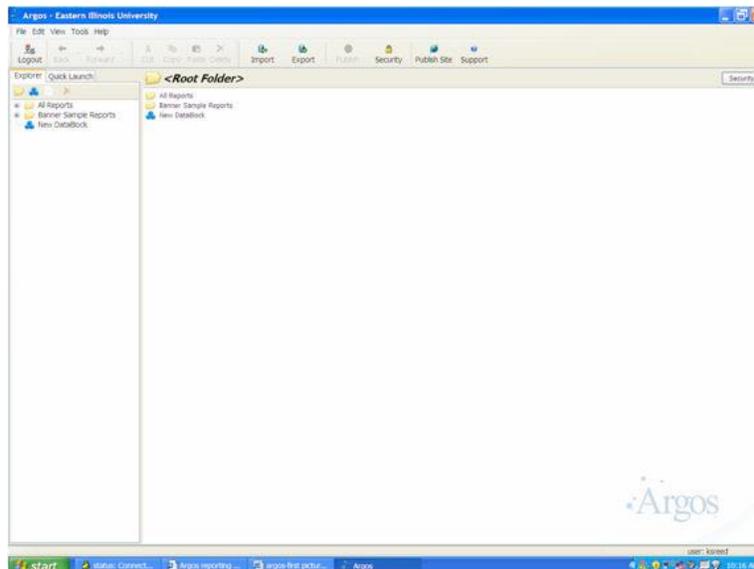

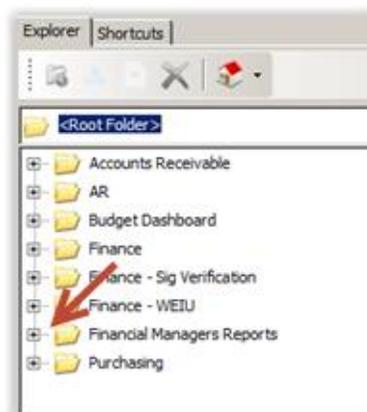**Step 2**: The next screen to appear will ask if you want to install the Argos Reporting Client. See below:

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**.
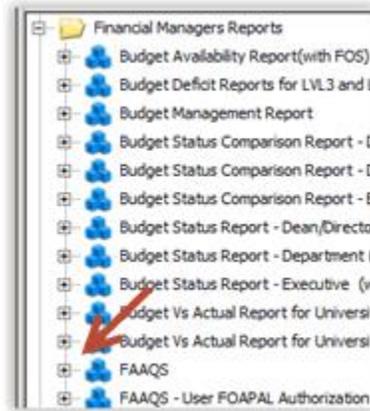

Step 4: You should now be logged in, ready to work in Argos, and receive a screen similar to the following:
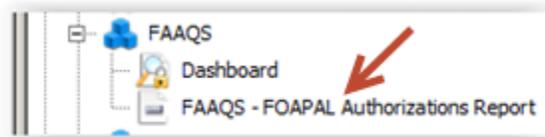

- On the left menu, click on the + (plus sign): Financial Manager Reports
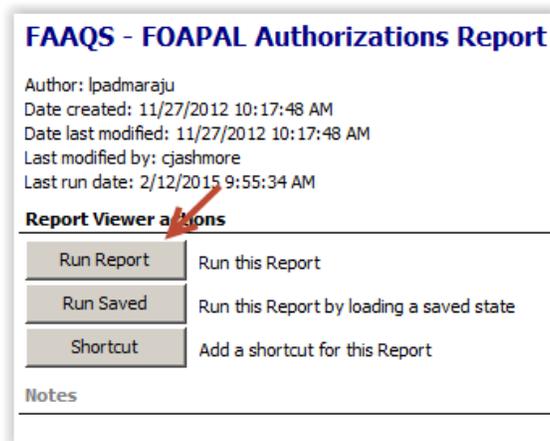
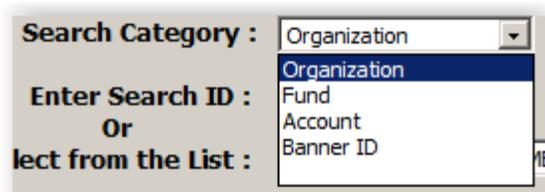- Click on the + (plus sign): FAAQS

- 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%

- 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.

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.

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.