

Procedure To Retrieve Report from Argos:

Internet Explorer

<http://argosrv:8080/argos/>

Username:

Password:

Select QUICK LAUNCH tab

On left is Monthly Financial Transaction File or Year to Date Financial Transactions

Double click on the file you desire

Next screen:

Select Fiscal Year: Use drop down arrow

Select Accounting Period: Use drop down arrow

Select desired Organization

At bottom of page Hit: NEXT

Select: Preview Report

Can save report – download -- print