1. To launch Argos, open Internet Explorer and go to the Missouri State Query Developers User Group page (under Q on the site index or go to https://www.secure.missouristate.edu/mis/QDUG/qdug.asp ) and click the Argos link on the left. You may also click the Argos (Queries and Reports) link under the Work Resources tab of the My.Missouristate.edu portal.
2. Log in with your private ID (abc123) and network password.
3. Click the + icon to expand the Finance and then the Campus Wide Finance folders
4. Click the + icon to expand the ODSPROD-Foundation Transactions History datablock to access the Foundation Summary of Inc and Exp for detail transactions and account balance through the selected period or the Foundation Transaction History Detail Extract to extract Summary report information to a CSV file.
5. Click on the desired query to select and click the Execute button on the right.
6. Enter your Banner INB userid (typically your first initial and last name) and password and click Connect.
7. Enter the desired Fund, Org, Fiscal Year (20xx) and Fiscal Month (from the drop down box) and click the Next button.

Note: You will only see reports for which you have been given Foundation Fund and Org access (as an Approver, Originator or Query Only). The “Roll-Up” capabilities of Banner can be used when specifying a Fund or Org. So, you may specify a specific Fund – Org (for example, FN3435 – 052001 to run the report for Financial Services-Gen Funds) or a “roll-up” Fund-Org (for example, FN0501 – 050 to run reports for all Restricted Account Fund/Orgs under the CFO).

8. If you have selected the Foundation Summary of Inc and Exp report, you may click:
   - The Preview button to view the report
   - The Save to File button to save the report to a specified location
   - The Email button to email the report to a specified address
   - The Print button to print the report

   If you have selected the Foundation Transaction History Detail Extract, you may click:
   - The Save to File button to save the extract to a specified location
   - The Email button to email the extract to a specified address
   - The Create and Launch button to view the extract

Note: Information will be sorted by Foundation Fund. The fiscal period will be displayed in the headings along with that period’s status (Open or Closed). A summary balance with be displayed at the bottom of the report indicating Balance Forward, Revenue, Expenditures, Transfers, Additions/Deletions and Current Fund Balance. Extracted CSV files should be saved as an Excel spreadsheet if any further manipulation (adding totals, formulas, etc) is desired. Reports and extracts may take several minutes to run due to the volume of data. An option to “Cancel current operation” may appear; this is normal.

9. Click on the top thumbnail and then either “arrow down” to browse through the pages, or click on a specific thumbnail to go directly to that page. You may also use the menu options at the top to Close, Zoom, Browse, Select Page, Search, Print or Save the report.

Contact: QDUG@missouristate.edu for assistance with Argos, access, or security.
HelpDesk@missouristate.edu (65891) for assistance with installing ActiveX controls.
BannerFinance@missouristate.edu with questions about a report or its contents.