

# Fund & Org Activity Reports Users Guide

You must be on campus or connected via SDP for these reports to run.

Step	Action
1	Log into your <a href="#">MyWhittier</a> account portal.
2	Locate <a href="#">Finance Resources Card</a> under Reporting menu. The card can be saved to your Home page by clicking the save icon  . <div data-bbox="370 562 1432 659" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"> <a href="#">Home</a>    <a href="#">Academics</a>    <a href="#">Community</a>    <a href="#">Reporting</a>    <a href="#">Work</a> </p> </div>
3	Click on the <a href="#">Argos Fund Activity Report</a> or <a href="#">Argos Org Activity Report</a> link to open the Argos Web Viewer. <div data-bbox="365 768 760 1163" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Finance Resources <span style="float: right;">⋮ </span></p> <p><b>Argos Budget Reports</b></p> <p style="color: red; font-size: small;">NOTE: These reports can only be run from a campus computer.</p> <ol style="list-style-type: none"> <li>1. <b>Argos Fund Activity Report</b></li> <li>2. <b>Argos Org Activity Report</b></li> </ol> </div>
4	You will be prompted to enter your username / password. This is your MyWhittier login info. <div data-bbox="365 1241 1484 1881" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="background-color: #0070C0; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 24px;">eVISIONS</div> <p style="margin-top: 10px;">Username:</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc;" type="text"/> <p style="margin-top: 10px;">Password:</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc;" type="password"/> <p style="margin-top: 10px;"><input type="checkbox"/> Remember this user</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <span></span> <span style="background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 3px; font-weight: bold;">Sign In</span> </div> </div>

5 You will see a list of Funds or Orgs that you have access to view:

**Select Fund Code:**

Fund	Description
431500	Friends of the Shannon Center
960000	OMEF
964700	Alpha Psi Omega

3 items

**Select Org Code**

Account	Description
01	Whittier College
1362	Information Technology Services
1367	Film Studies

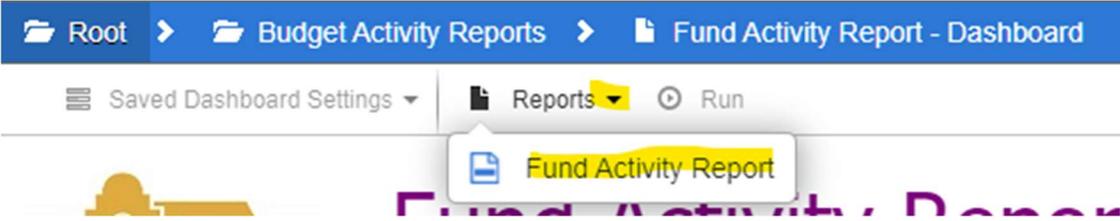
3 items

6 Select which Fund or Org you'd like to view, and then select the Year you want to run the report for by using the drop-down list:

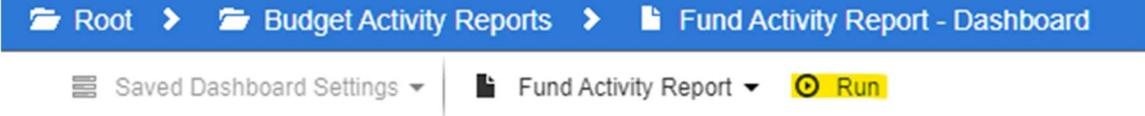
**Select Year**

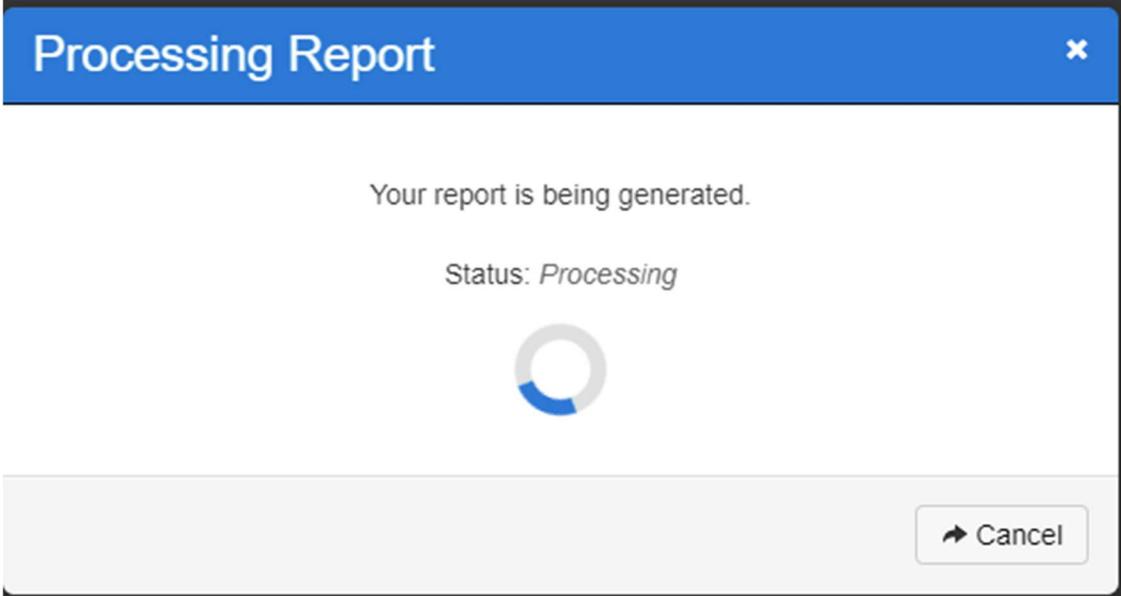
2020-2021 ▾

7 At the very top of the screen, click on the "Reports" link and select the report to be exported:



8 You should now be able to select the "Run" button:



9	<p>Argos will now begin processing your report:</p>  <p>The image shows a dialog box titled "Processing Report" with a blue header bar and a close button (X) in the top right corner. The main content area is white and contains the text "Your report is being generated." followed by "Status: Processing" and a circular progress indicator. The progress indicator is a grey ring with a blue segment. At the bottom right of the dialog box, there is a button with a right-pointing arrow and the text "Cancel".</p>
10	<p>Depending on the web browser you are using, the PDF version of the report may automatically begin to download, or you may be prompted to download the PDF. Once the PDF has been downloaded, you can open, print, or e-mail your document as needed.</p>