

Argos Reports

After Accounting and Financial Services has set up security access according to the Finance Security Addendum, the IT Department will also add Argos security for Budget Administrators and Budget Managers. Three standard Argos Reports, which should be reviewed monthly, can be found within the *Samford Finance* folder of Argos.

Log into <https://argos.samford.edu>

Type in your Samford credentials

Financial Reports

1. Operating Ledger Summary by Fund for One Organization

This report is an income statement with account code (line item) totals of revenue and expenses, separated by month and totaled year-to-date. It shows the net margin, as well as the percentage of annual budget used to date.

2. Transaction Details by Fund for One Organization

This report is a detailed list of each revenue and expense transaction posted to each account code (line item) year-to-date. It compares annual budget to actuals by account code.

3. General Ledger Summary

This report is a trial balance, which shows the available balance of a given designated (111xxx) fund, gift (21xxxx, 23xxxx) fund and Agency (81xxxx) fund. Since Operating Funds do not roll forward, they do not carry a balance.

Coming Soon - Video Tutorial on running Argos Reports In the meantime, please contact the Office of Decision Support with any questions regarding reports.

[Click here for further documentation with an Argos Report Viewer Guide.pdf](#)