

How to Run Argos Labor Distribution Reports

To run a Labor Distribution Report by **Fund and Org** in Argos:

1. Click on the Argos App in MyPortal.
2. Click on Argos Web Viewer.
3. Click on !Certified.
4. Click on Finance.
5. Click on Labor Distribution Report by **Fund & Org**
6. Input Fiscal Year, Select Fund and Select Org
7. Select Excel or PDF Format from Reports dropdown list.
8. Click Run
9. The Labor Distribution Report is generated. You can view and/or save the report.

To run a Labor Distribution Report by **Employee** in Argos:

1. Click on the Argos App in MyPortal.
2. Click on Argos Web Viewer.
3. Click on !Certified.
4. Click on Finance.
5. Click on Labor Distribution by **Employee**
6. Input Fiscal Year and Employee CWID
7. Select PDF Format from Reports dropdown list.
8. Click Run
9. The Labor Distribution Report is generated. You can view and/or save the report.

See screenshots below for step-by-step instructions.

Running Argos Step by Step Labor Distribution Reports by Fund & Org

Step 1 – Click on the Argos App in My Portal

Argos



Launch Argos

Step 2 - Click on Argos Web Viewer.

evisions | eLauncher

Argos

Ar evisions Argos

Enterprise Reporting

Evisions Argos is an enterprise reporting solution that gives you quicker access to the data that you need to run your institution. Argos makes reporting simple, delivering insights that enable you to make timely, better-informed decisions.

Argos Web Viewer | Argos

Step 3 - Click on !Certified.

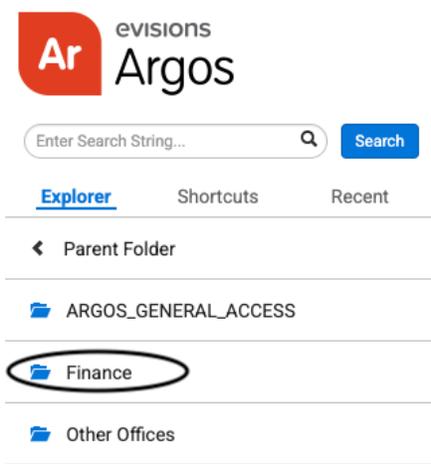
Ar evisions Argos

Enter Search String... Search

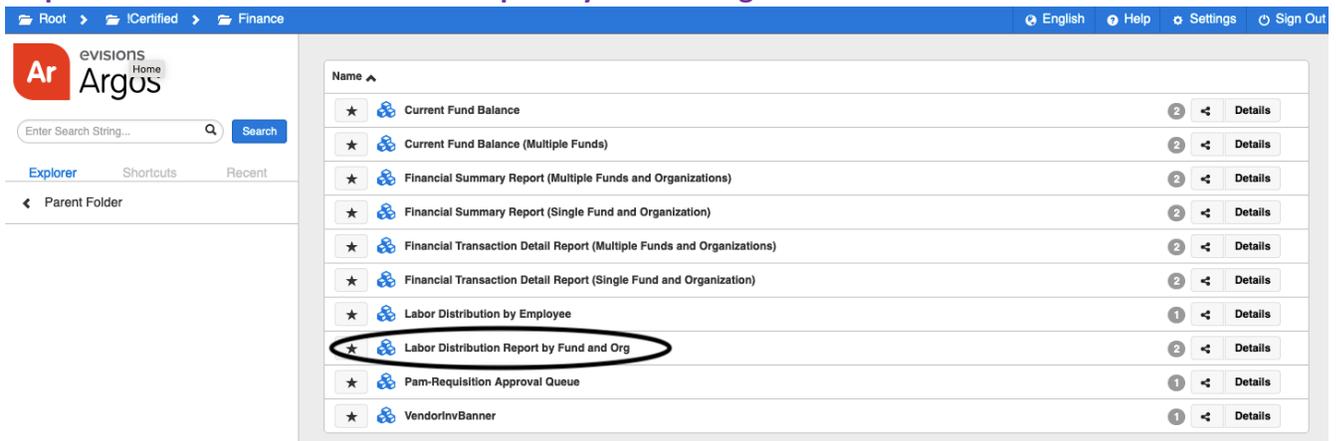
Explorer Shortcuts Recent

!Certified

Step 4 - Click on Finance.



Step 5 - Click on Labor Distribution Report by Fund & Org.



Step 6 - Input Fiscal Year, Select Fund and Select Org.

The screenshot shows the 'Labor Distribution Report By Fund/Orgn' form. In the top left corner is the logo for 'FOOTHILL-DE ANZA Community College District'. The title 'Labor Distribution Report By Fund/Orgn' is centered at the top. Below the title are three dropdown menus:

- Fiscal Year:** A dropdown menu with a downward arrow.
- Select Fund:** A dropdown menu with a downward arrow.
- Select Orgn:** A dropdown menu with a downward arrow.

Step 7 - Select Excel or PDF Format from Reports dropdown list.

Root > !Certified > Finance > Labor Distribution Report by Fund and Org - English Help Settings

Saved Dashboard Settings Reports Run Share

CSV Labor Distribution Report - Excel Format
Labor Distribution Report - PDF Format

Labor Distribution Report By Fund/Orgn

FOOTHILL-DE ANZA
Community College District

Fiscal Year:

Select Fund:

Select Orgn:

Step 8 - Click Run.

Root > !Certified > Finance > Labor Distribution Report by Fund and Org - English Help Settings

Saved Dashboard Settings Labor Distribution Report - PDF For... Run Share

Labor Distribution Report By Fund/Orgn

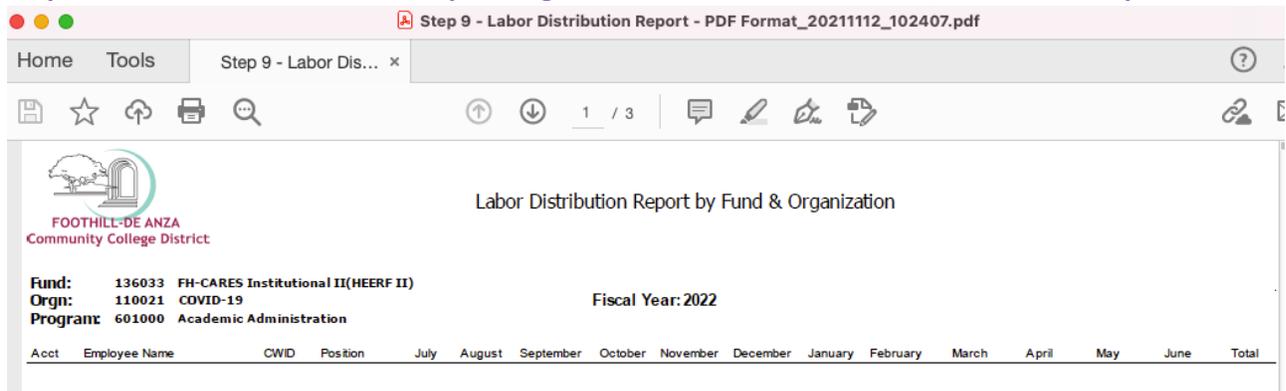
FOOTHILL-DE ANZA
Community College District

Fiscal Year:

Select Fund:

Select Orgn:

Step 9 - The Labor Distribution Report is generated. You can view and/or save the report.



**Running Argos Step by Step
Labor Distribution Reports for an Employee**

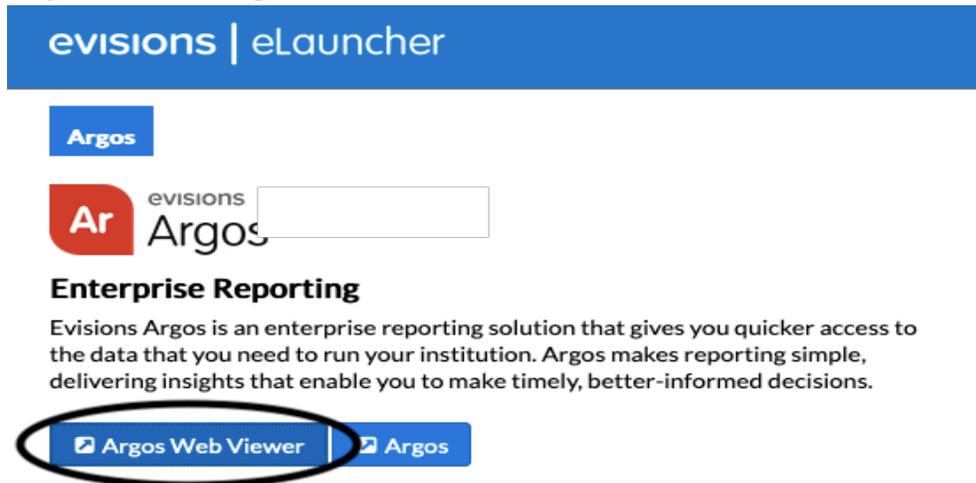
Step 1 – Click on the Argos App in My Portal.

Argos

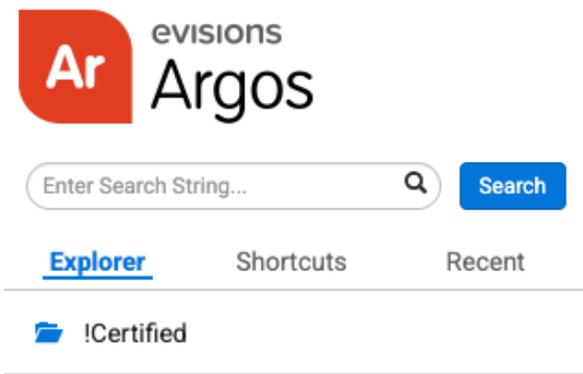


Launch Argos

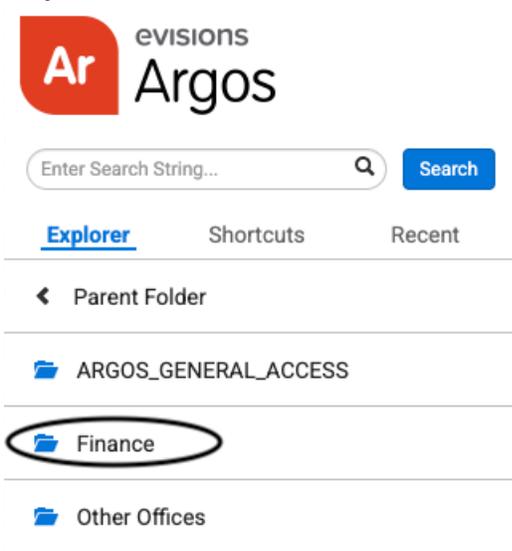
Step 2 - Click on Argos Web Viewer.



Step 3 - Click on !Certified.



Step 4 - Click on Finance.



Step 5 - Click on Labor Distribution by Employee.



Step 6 - Input Fiscal Year and Employee CWID.

Root > ICertified > Finance > Labor Distribution by Employee - Dashboard English

Saved Dashboard Settings Reports Run



Labor Distribution By Employee CWID

Fiscal Year: 2026

Employee CWID: 12345678

Step 7 - Select PDF Format from Reports dropdown list.

Root > ICertified > Finance > Labor Distribution by Employee - Dashboard English

Saved Dashboard Settings Reports Run

Labor Distribution Report by Employee - PDF Format



Labor Distribution By Employee CWID

Fiscal Year: 2026

Employee CWID: 12345678

Step 8 - Click Run.

Root > |Certified > Finance > Labor Distribution by Employee - Dashboard English

Saved Dashboard Settings Labor Distribution Report by Employ... Run



Labor Distribution By Employee CWID

Fiscal Year: 2026

Employee CWID: 12345678

Step 9 - The Labor Distribution Report is generated. You can view and/or save the report.

Step 9 - Labor Distribution Report by Employee.pdf

Home Tools Step 9 - Labor Dis... x

Save Star Refresh Print Search 1 / 1



Labor Distribution by Employee CWID

Employee Name: ██████████ Fiscal Year: ██████

CWID: ████████

Position	Fund	Orgn	Acct	Prog	July	August	September	October	November	December	January	February	March	April	May	June	Total
Labor																	