

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.

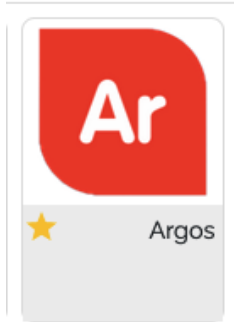
To run a Labor Distribution Report by **Employee** in Argos:

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.

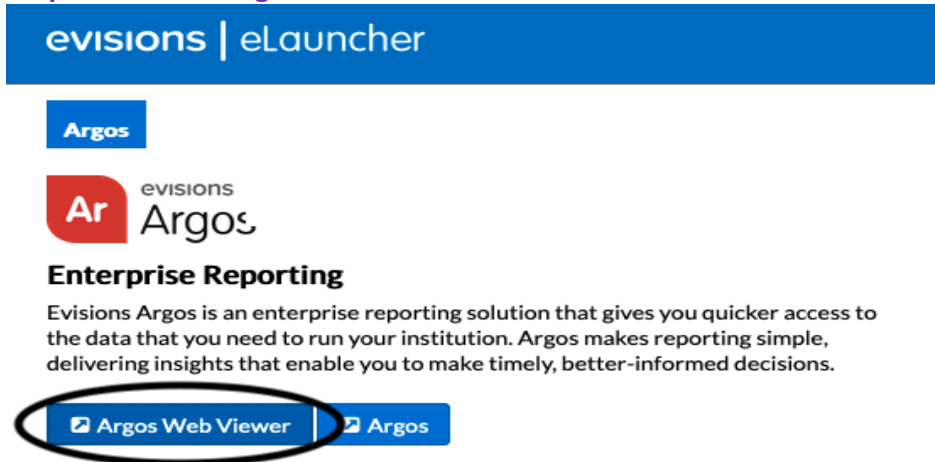
See screenshots below for step-by-step instructions.

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

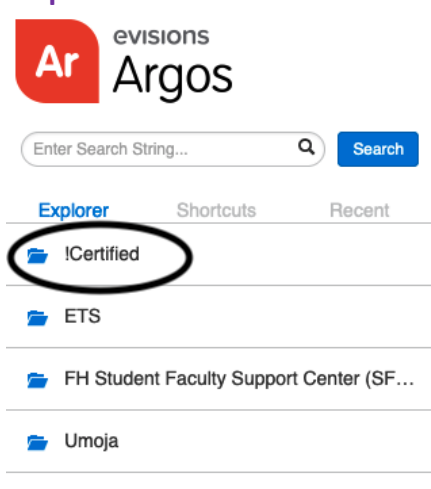
Step 1 – Click on the Argos App in My Portal



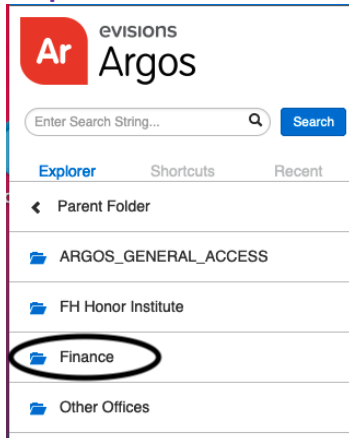
Step 2 - Click on Argos Web Viewer.



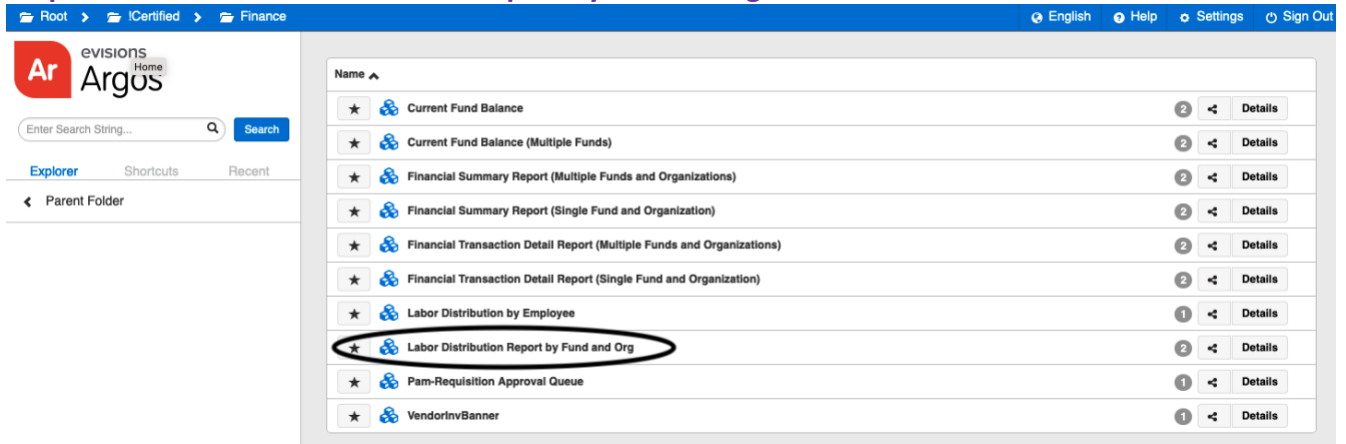
Step 3 - Click on !Certified.



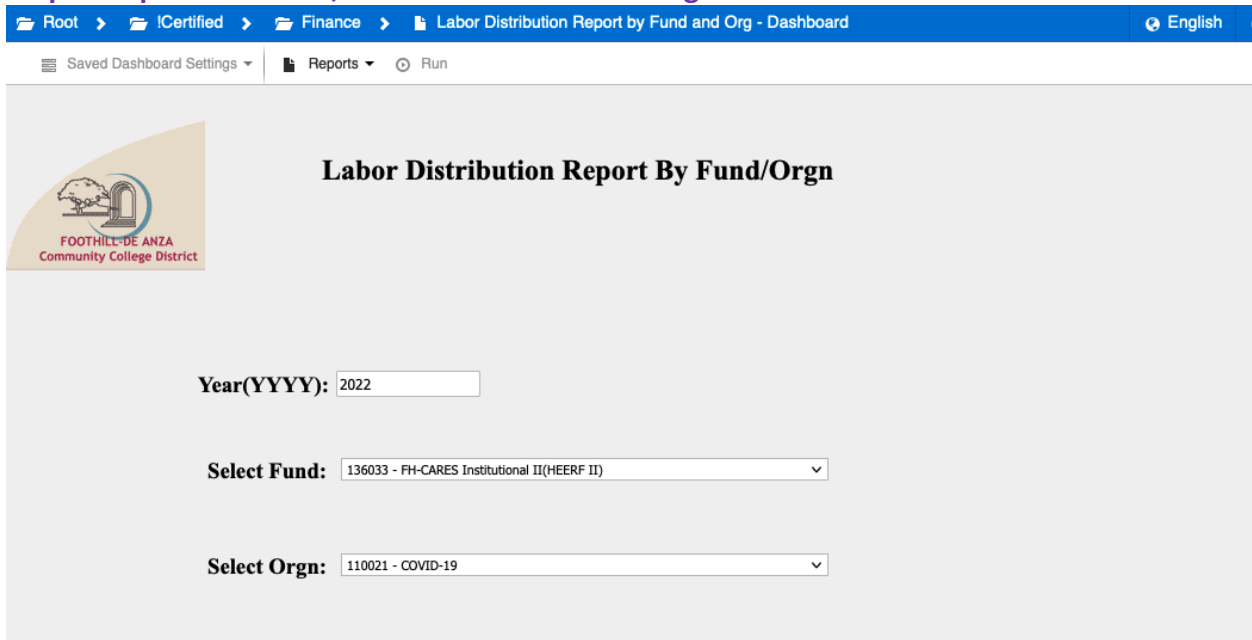
Step 4 - Click on Finance.



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



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



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

Root > ICertified > Finance > Labor Distribution Report by Fund and Org - Dashboard

Saved Dashboard Settings | Reports Run

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

Labor Distribution Report By Fund/Orgn

Year(YYYY):

Select Fund:

Select Orgn:

Step 8 - Click Run

Root > ICertified > Finance > Labor Distribution Report by Fund and Org - Dashboard

Saved Dashboard Settings | Labor Distribution Report - PDF Fo... Run

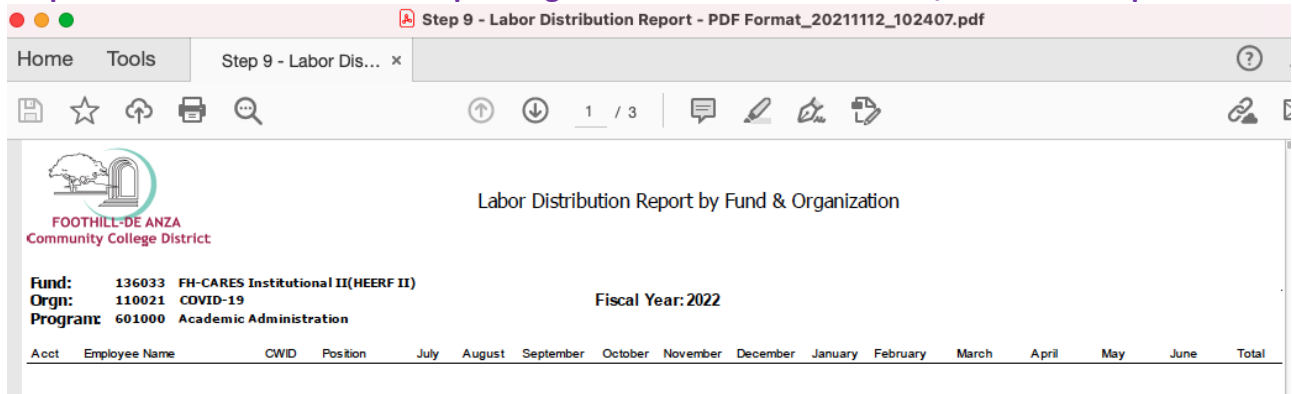
Labor Distribution Report By Fund/Orgn

Year(YYYY):

Select Fund:

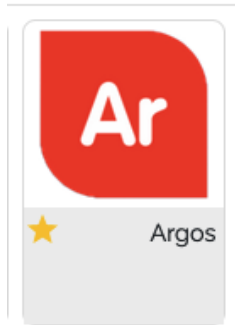
Select Orgn:

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

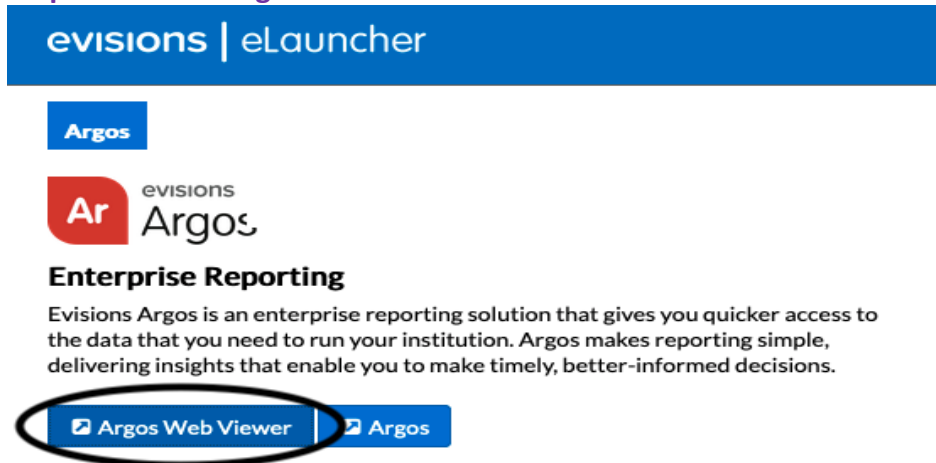


**Running Argos Step by Step
Labor Distribution Reports for an Employee**

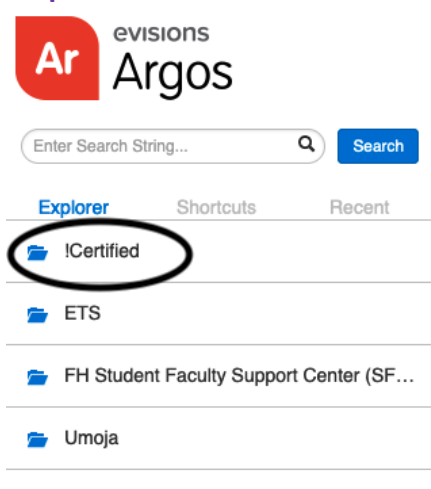
Step 1 – Click on the Argos App in My Portal



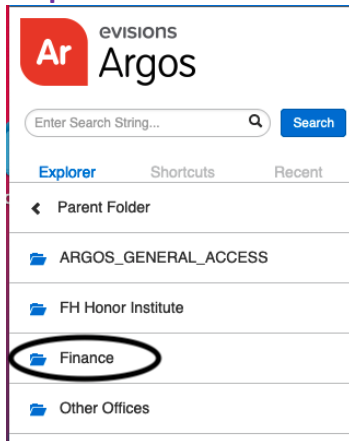
Step 2 - Click on Argos Web Viewer.



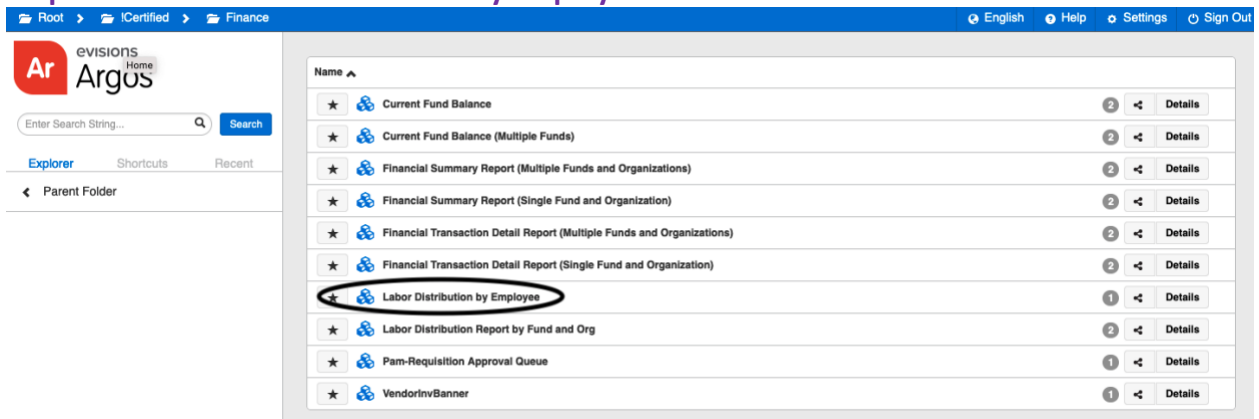
Step 3 - Click on !Certified.



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

Year(YYYY):


Employee CWID:

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

Year(YYYY):

Employee CWID:

Step 8 - Click Run

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

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

Labor Distribution By Employee CWID

FOOTHILL-DE ANZA
Community College District

Year(YYYY): 2022

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... ×

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Labor Distribution by Employee CWID

FOOTHILL-DE ANZA
Community College District

Employee Name: ██████████ Fiscal Year: 2022
CWID: ██████████

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