

## Budget Deficit Report

The Budget Deficit Report is utilized by management as a quick tool to see if there are any deficits that need to be addressed within Appropriated Organization Hierarchical responsibility. This report is not ran off of Banner Fund Org security, thus if you think that you should have access to the report and are not able run it, contact the Budget Office at 581-3428.

1. Open your web browser, enter  
<https://argos.eiu.edu/argos/>
2. Enter your Username and Password.
3. Click on the + sign in front of “Financial Managers Reports” on the left-hand side.
4. Click on the + sign in front of “Budget Deficit Reports for LVL3 and LVL2 Orgs”.
5. Select the appropriate report based on if you are running it at VP level or LVL3 (which is Dean/Director level), then click “Run Report”.

The screenshot displays the Argos web application interface. The browser window title is "Argos - Eastern Illinois University". The interface includes a menu bar (File, Edit, View, Tools, Help) and a toolbar with various icons. The Explorer pane on the left shows a tree view of reports under "Financial Managers Reports". The "Budget Deficit Report for LVL3 Orgs" is selected and highlighted. The main content area displays the report title, author (Ipadmaraju), creation and modification dates (6/14/2012 9:48:01 AM), and a section for "Report Viewer actions" with buttons for "Run Report", "Run Saved", and "Shortcut". The status bar at the bottom shows "Server: evionsp", "User: hlhawkins", and "Role: Report View".

Financial Managers Reports.Budget Deficit Reports for LVL3 and L

Accounts Receivable

Finance

Financial Managers Reports

Budget Availability Report(with FOS) - BAVL

Budget Deficit Reports for LVL3 and LVL2 Orgs

Dashboard

**Budget Deficit Report for LVL3 Orgs**

Budget Deficit Report for VP

Budget Management Report

Budget Status Comparison Report - Dean/Director (with F

Budget Status Comparison Report - Department (with FOS

Budget Status Comparison Report - Executive (with FOS)

Budget Status Report - Dean/Director (with FOS)

Budget Status Report - Department (with FOS)

Budget Status Report - Executive (with FOS)

**Budget Deficit Report for LVL3 Orgs**

Author: Ipadmaraju  
Date created: 6/14/2012 9:48:01 AM  
Date last modified: 6/14/2012 9:48:01 AM

**Report Viewer actions**

Run Report Run this Report

Run Saved Run this Report by loading a saved state

Shortcut Add a shortcut for this Report

Notes

argos

Server: evionsp User: hlhawkins Role: Report View

6. Type in the Current Fiscal Year (YYYY)

- a. At this point click on one of the icons at the top right. Preview, Save, E-Mail or Print

