# <u>FWRTPEC</u> Base Budget by Primary Expense Code ARGOS <u>Excel</u> Version
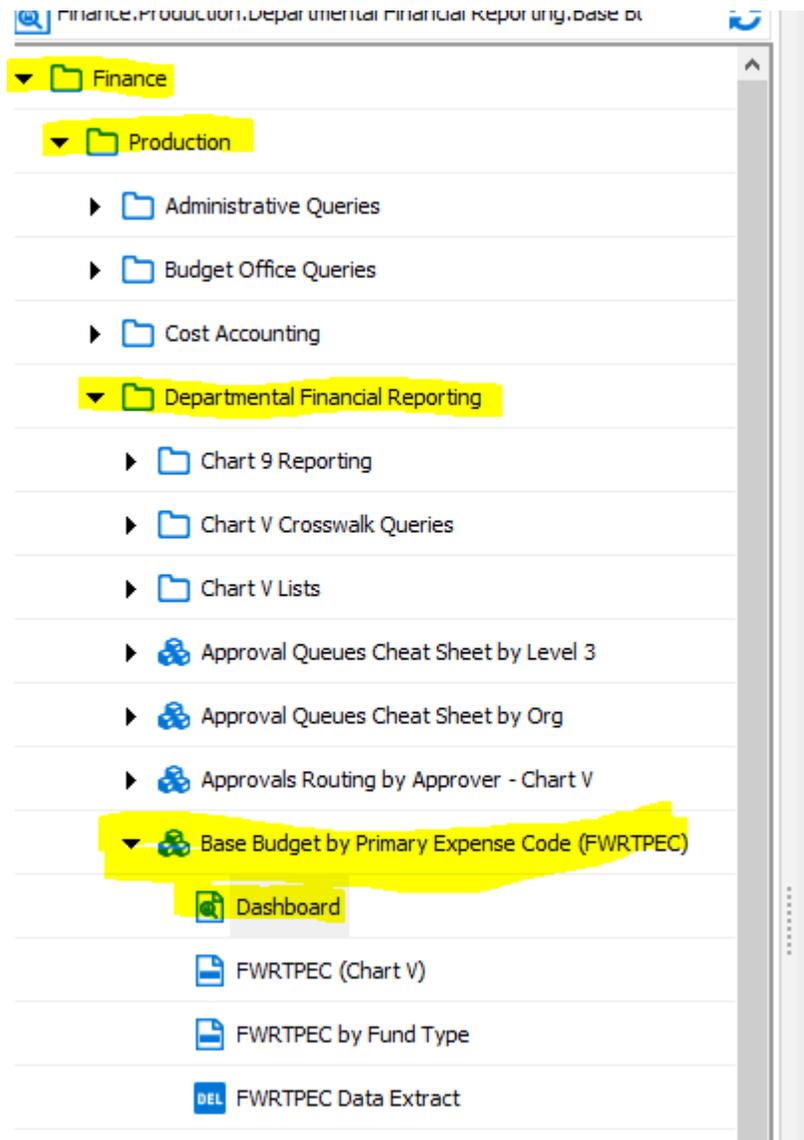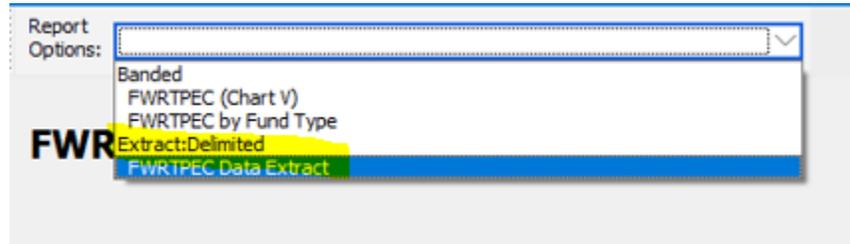
For an Excel version, please go to:*Finance.Production.Departmental Financial Reporting.Base Budget by Primary Expense Code (FWRTPEC).Dashboard*

After clicking on the Dashboard link choose the Data Extract link at the top of the screen:



Enter the Budget ID (FY##) and your level 3 code to see everything.



**FWRTPEC - Chart V**

Budget ID (FY##)*: FY20       Phase: ___       * denotes a required parameter. When running
Level 2: ___       Beginning Fund Type: ___       report by Fund Type, values are required for
Level 3: 3999       Ending Fund Type: ___       beginning and end (i.e. 10 through 16, or 10
                                                 through 10).

This report can take several minutes to run
depending on parameters entered.

**Banded Report Delivery Options & Descriptions (PDF format)**

Preview:  This delivery option generates a preview of what the report will look like when printed.

Save:  This delivery option allows the user to save the report output to your local hard drive.  In a Banded report, this will be in a pdf format.  A window will open up that will display the progress of the report export process. At the end of the export process, a PDF Setup window will open up where you can personalize the PDF settings for your report output.  No adjustments are necessary, you can just click "Ok" to complete the process and a PDF will download to the directory you specified.

Email:  This delivery option allows you to email the report directly to a specified email address.  You can also enter a message, although it is not required.  When the recipient receives the email, it will show up as though it was emailed directly from your @uidaho.edu email.

Print:  This delivery option allows you to print the output results directly from Argos, bypassing the download process.  Should you have any trouble printing the report, please contact your local TSP.

**Extract Report Delivery Options & Descriptions (Excel format)**

Save:  Much like the Banded reports, the Save option for Extract allows you to save the output to your local hard drive.  There are no windows that open up during or after the process.  Once the report has finished compiling the data, a window will open up informing you the process is complete. To open the output in Excel, refer to the directions to the right.

Email:  Same as with Banded reports, this option allows you to email the output results to a specific recipient with the option of a message.  The email will appear to have come directly from your @uidaho.edu email address.

Save & Open:  Not recommended. This delivery option may not be the best choice when opening an Extract file in Excel.  It's recommended to use the directions to the right. This delivery option is similar to the Disk icon in that you will be prompted to select where you want to save the report output.  Once you have saved the output to your desired location the report will automatically open in the default application once the report is finished running.  The default application is the application that Windows uses to open any file, and depends on the file that is being opened.  For example, in most cases, a .csv file will by default open in Excel.

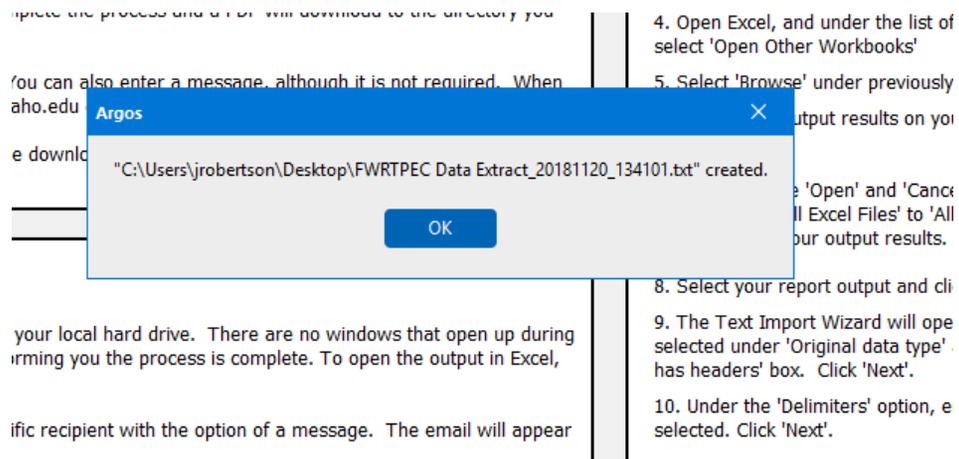**Opening Extract File in Excel**

1. Open Excel, and under the list of recently opened files select 'Open Other Workbooks'

2. Select 'Browse' under previously searched directories

3. Locate your output results on your hard drive or S:Drive

4. Just above the 'Open' and 'Cancel' buttons, change the default option 'All Excel Files' to 'All Files'.  You should now be able to see your output results.

5. Select your report output and click 'Open'.

6. The Text Import Wizard will open, ensure 'Delimited' is selected under 'Original data type' and check the 'My data has headers' box.  Click 'Next'.

7. Under the 'Delimiters' option, ensure that only 'Tab' is selected. Click 'Next'.

8. (This step is optional) You can format each column to your specifications.  Click 'Finish'.

9. Now you can format the data to your liking and save as an Excel spreadsheet.

10. Please add any totals along the bottom row or far right column if you like.

11. For help running this report, please contact the Budget Office at 885-7122 or jrobertson@uidaho.edu

Click on the save icon and indicate where you want to save the results. You can also change the file name if desired but leave the file type as "Text Files (*.txt). Once you click on "Save", Argos will start generating the report which will take a few minutes.
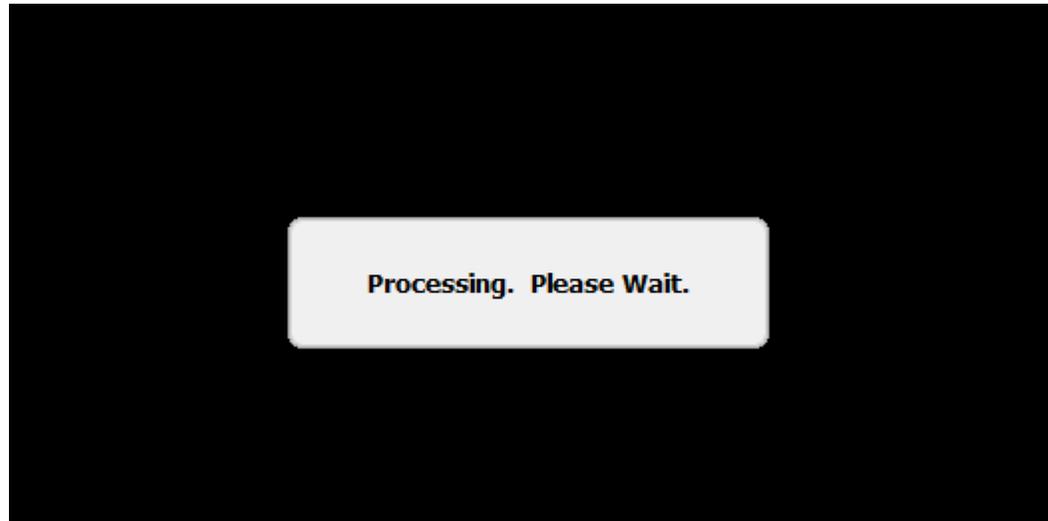


In the meantime, please open up a new Excel sheet.

You will receive this message. Please click OK.

Next follow the instructions on the Argos screen to open your file.  Below are screen shots of these instructions.

**Opening Extract File in Excel**

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8. (This step is optional) You can format each column to your specifications.  Click 'Finish'.

9. Now you can format the data to your liking and save as an Excel spreadsheet.

10. Please add any totals along the bottom row or far right column if you like.

**Text Import Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**
- ☑ Tab
- ☐ Semicolon
- ☐ Comma
- ☐ Space
- ☐ Other: [ ]

☐ Treat consecutive delimiters as one

Text qualifier: [ " ▾ ]

**Data preview**

```
Index                              Level 2        Level 3
671991 - Martin Institute          2020 - Provost 3999 - Col of Letters,
697998 - CLASS General Studies     2020 - Provost 3999 - Col of Letters,
706937 - Hampton School of Music   2020 - Provost 3999 - Col of Letters,
710958 - Theatre Arts-Dept Operation 2020 - Provost 3999 - Col of Letters,
```
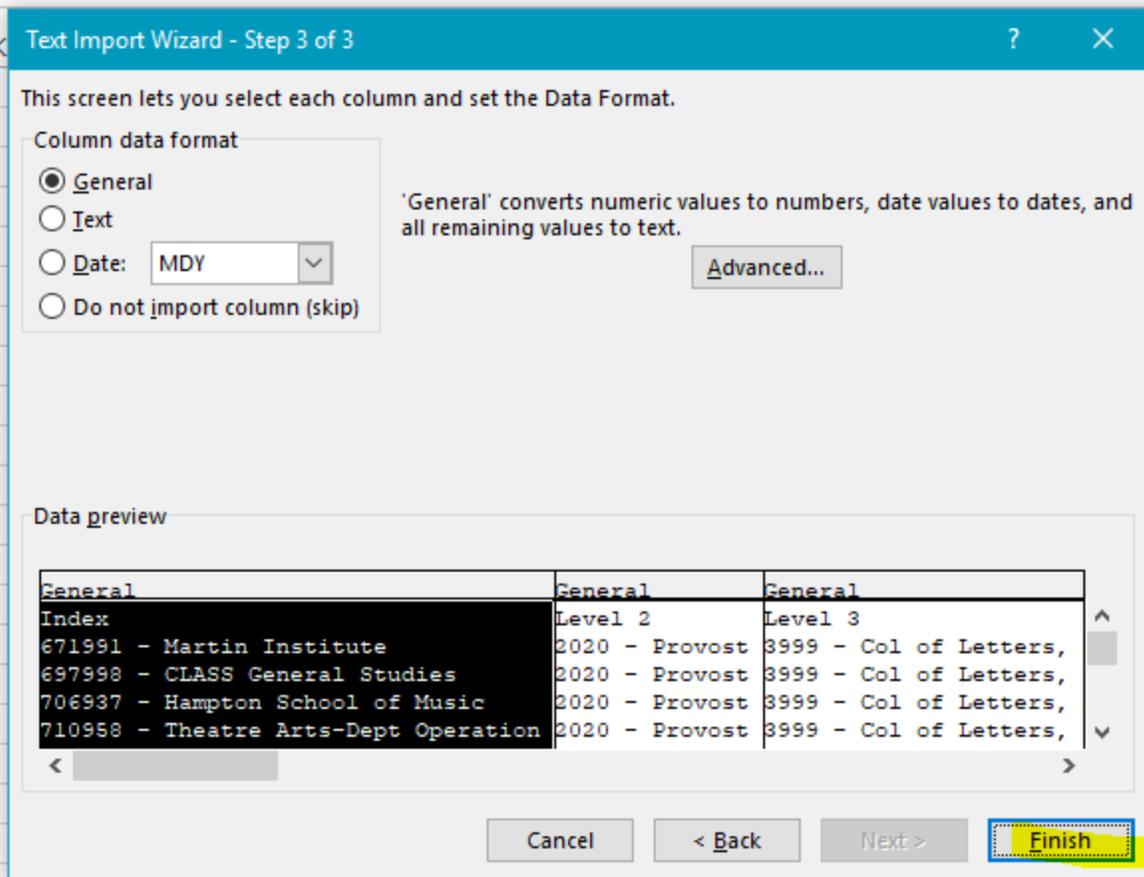
Cancel    < Back    **Next >**    Finish

Text Import Wizard - Step 3 of 3                                    ?    ✕

This screen lets you select each column and set the Data Format.

Column data format
  ⦿ General
  ○ Text              'General' converts numeric values to numbers, date values to dates, and
                      all remaining values to text.
  ○ Date:  MDY  ▾
                                          Advanced...
  ○ Do not import column (skip)

Data preview

| General | General | General |
|---------|---------|---------|
| Index | Level 2 | Level 3 |
| 671991 - Martin Institute | 2020 - Provost | 3999 - Col of Letters, |
| 697998 - CLASS General Studies | 2020 - Provost | 3999 - Col of Letters, |
| 706937 - Hampton School of Music | 2020 - Provost | 3999 - Col of Letters, |
| 710958 - Theatre Arts-Dept Operation | 2020 - Provost | 3999 - Col of Letters, |

               Cancel      < Back      Next >      Finish

Your data should be reflected. ☺