Argos reports are accessed via the Reports @ISU (Argos) channel in BengalWeb. Each report has different security which determines who can access the data. Some reports are available to anyone with Argos access; most, however, have restrictions. To request access to a report, click on the Banner/Argos Request link in BengalWeb and fill in the request form.

This list contains the names of the datablocks used to create reports; reports are always one level below the datablock heading. We offer regular, free training on using Argos to access information. Contact Marjanna Hulet at x2598 or hulemarj@isu.edu to sign up.

**General or Restricted Access Reports**

**Finance Reports** — *Available to everyone with Fund/Org security*

- **Accounting Activity by Index** — Contains complete information on account activities, including monthly transactions. Accounting Activity Download downloads all account information in CSV format for Excel use. The Interactive (cube) option is tricky but full of useful info—we recommend you attend Account Director training for instruction. Call Marjanna Hulet at x2598 for training times.

- **Cash Balance by Fund**—Shows beginning balance, Year-to-Date expenses and revenue, and total for local accounts. This information is not included in Accounting Activity Interactive Cube balances so must be looked up here for accurate info.

- **Fixed Asset Lookup**—Shows all the fixed assets associated with an Index, including complete information about when the asset was acquired, its depreciation life, and location. Also allows users to enter a tracking number off an item to help determine who owns the item.

- **Grant Bill & Payment**—Contains inception to date billing and payments received for grants.

- **Grant Budget Status**—Shows grant budget, current activity, inception to date activity, commitments, and remaining balance.

- **Grant View**—Lists grant budget information, including beginning budget, account activity, encumbrances, reservations, and remaining balance. Data is cumulative going back to July 2009.

- **Open PO Report**—Shows open purchase orders arranged by fiscal year for the Index Codes you have clearance to view.

- **P-Card History Lookup**—Shows historical (not current month) P-Card transactions for quick analysis. Only shows transactions from 2/8/2011 forward.

**Financial Aid Reports** — *Available to everyone with T-Org security*

- **Financial Aid Work Study Eligibility** —Provides a quick view of how much work study a student has been awarded, how much has been paid out, and how much is still available. Uses student ISU ID or Banner ID to access info.

**HR/Payroll Reports** — *Available to everyone with T-Org security*

- **Current Employee List with Active Positions** —Lists current employees based on Timesheet Organization or Department Time Entry lists.

- **Earnings Audit Report**—Shows all active employees within a Timesheet Organization, including title, hourly rate, last time paid, etc. Different report choices have same information organized different ways—by account or by employee—as well as versions with more detail or with summary level information.

- **Leave Balance Report**—Provides a list of employees and how much leave they have, including vacation, sick, comp time, etc.
YTD or Monthly Payroll Only—Provides a list of monthly payroll transactions organized by index, sorted by type and including personnel names. Different versions contain same information sorted different ways: by transaction date, account codes, employee, etc.

Registration and Records Reports

Class Schedule — Available to everyone
A user-friendly class schedule. Print out just your department’s classes or all classes on campus. Shows CRN, Section, Title, Time, Days, Credits, Instructor, Limit, Location, Fee, Full or partial term, and class/lab/distance/web course code.

Student Campus Wide Reports

Application Statistics — Available to everyone
Shows application numbers by college, program, department, and degree. Different versions contain same data sorted different ways.

Class List — Available to Deans and Chairs
Lists all students enrolled in a class, including ISU ID#, major, class level, credits, course grades (mid-term and final), gender, ethnicity, veteran status, and email info. An excellent report for faculty use.

Class Location—Available to Public Safety
Shows complete course information by term.

Class Schedule — Available to everyone
A user-friendly class schedule. Print out just your department’s classes or all classes on campus. Shows CRN, Section, Title, Time, Days, Credits, Instructor, Limit, Location, Fee, Full or partial term, and class/lab/distance/web course code.

Dean’s List—Available to Deans only
Shows names, emails, majors, gpa’s, and addresses for registered students who are on the Dean’s List. Creates a .csv file which downloads into Excel to use to communicate with these students.

Enrolled Student Information—Available to Deans and Chairs
Provides names and email information for students. Choose college, degree, major, minor, class level and student type.

Graduation Reports—Available to Deans and Chairs
Alphabetically lists all students graduating by term, including program, major, concentration, and minor. Report can be pulled by College, Honors status, name, student level, or International status.

Graduation Statistics by Award—Available to everyone
Provides graduation numbers by awarded degree.

Graduation Statistics, Unduplicated Counts—Available to everyone
Provides unduplicated counts for graduates with data on gender and ethnicity. Can be pulled by term, college, program, major, minor, or student level.

Majors and Minors—Available to everyone
Provides unduplicated counts of # of students in each major/minor. Also includes class standing, gender, and full or part time status. Can be pulled by term, college, program, major, or minor.

Pre-Requisite Overrides — Available to Deans, Chairs, and University Business Officers
Provides a list of which students have received overrides for which classes, filtered and organized by college, department, course number. Shows student name and ID, class, type of override, and instructor name.

Registration Statistics—Available to everyone
Shows how many students are registered, by class level, with columns showing numbers of new, transfer, former, and continuing students, male and female, specialty degrees, and full or part time status. Information available undifferentiated, by college, or by college and major.

Registration Status — Available to everyone
Shows how many students are registered or on waitlists for individual classes. Can be organized by course, instructor (Deans and chairs access only), course (by meeting time), or course (by waitlist). A final option allows filtering courses by % full.

Student Grades—Available to Deans, Chairs
Provides grade info on all students, including name, ID, Course info, grades, GPA credits, and cumulative data. Select list of students by term, college, program, degree, major, level and/or campus.

Class Schedule by ISU Id—Available to Deans, Chairs
The class schedule for one student, pulled by semester. Lists course, title, time, credits, and grades for each class.
Enrolled Student General Information—Available for Deans, Chairs

Provides detailed information about one student, pulled by semester, using ISU ID. Includes personal, address, enrollment, and program information.

* If you approve time sheets you have Time sheet Organization (T-Org) security. If you are an account director or if you have budget lookup access, you have Fund Organization (Fund/Org) security. If you wish to request access, complete and submit the BAAR form, found in the Argos channel in BengalWeb.

By Request Only

The following reports have been developed for internal office use. Access is available by request only, and only for documented business purposes. Please have a specific work related need in mind before you request access to these reports. You can see what type of information a report provides by clicking on the form name in the “What reports are available?” link in the Argos channel. Contact Dane Bohman in Finance (x3533) or Katie Link in the Registrar’s Office (x2878) to discuss access needs.

General Finance Reports

Students Using Employee or Spouse Discount—Available by request only.
Select semester; then this lists all students taking classes using an employee or spouse discount, with info on the classes taken and registration status, arranged in numerical order by ISU ID.

Registration and Records Reports

Veteran—Available by request only
Choose semester, veteran code, college, student level, and mid-term or final grade as parameters in this report listing veteran students alphabetically, with or without address and contact information. Can also input ID and pull info on just one record.

Student Campus Wide Reports

Test Scores—Available by request only
Retrieves test scores of one student, all test scores for all students, or all scores on a particular exam for all students. Must have Banner student ID (Spriden ID) to access only one student record. Caution: pulling all student scores for all tests produces a 12,000+ page report.

Course Fee—Available by request only
Shows course fee information organized by term.

Early College—Available by request only
Shows data on early college program, either by unduplicated count of students enrolled by campus, or list of students names arranged by school, then class, and including ID #.

Enrolled Minorities—Available by request only
Select ethnicity, college, degree, major, class level, and student type. Report then shows names, emails, and addresses of selected groups in csv format for exportation to Excel.

Enrolled Student Information by GPA—Available by request only
Provides names and addresses of students selected by GPA (3.0 and above), college, degree major, minor, class level, and student type OR names and emails, college, major, and cumulative GPA.

Grade Distribution—Available by request only
Shows distribution of grades selected by course, college, subject, or campus. Course report also shows instructor, course # and title, and campus and calculates data of A to F relationships in each class. College, Subject, and University totals contain no specific data by instructor, campus, course, etc.—just totals.