Argos reports are accessed via the **Argos Reports** portlet 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 Access Request** link in the Argos channel 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 Argos. 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.

Course Fees Revenue—Shows the amount of revenue generated by fees from a particular course.

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. Results can be viewed in a Quickview, Banded, or Cube format.

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.

Indirect Cost Lookup—Select the Index Code, the Grant and the posting date, and this Quickview report will show the Indirect costs that have been paid out of the grant, as well as other indirect information.

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 Montly 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.

Student Campus Wide Reports

Admission Reports

Application Statistics — *Available to everyone*

Shows application numbers by college, program, department, and degree. Different versions contain same data sorted different ways.

Office of the Registrar Reports

Advisor and Advisee—*Available to Deans and Chairs*

Shows advisee counts by advisor, or in separate reports produces a list of advisees assigned to a particular advisor or a list of advisors assigned to an advisee.

Average Credits and Student Headcounts—*Available to Deans and Chairs*

Shows average credit hours and student headcounts by college.

Calculated Registered and Waitlisted—*Available to Deans and Chairs*

Shows enrolled students by class, but also indicates if a student is enrolled in one class while being on the waitlist for a different class, allowing for more accurate planning when creating classes.

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, organized by building.

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.

Course Capacity—*Available to Deans and Chairs*

Course enrollment by academic period.

Course Repeat by Student Datablock—*Available to Deans and Chairs*

Can limit results based on college, department, course, and times enrolled. Shows names and information about students who have repeated courses, including information about the previous time the student took the course.

Courses By Campus Location—*Available to Deans and Chairs*

A list of which courses are taught on which campus, in spreadsheet format.

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. Excel format for easy use communicating with students.

Enrolled Student Information by GPA—*Available to Deans and Chairs*

Provides name, address, email, and GPA information about students. Choose list of students by college, division, degree, program, major, minor, department, class level, student type, ethnicity, academic standing, and GPA.   Also allows you to select for GPA just from ISU classes, overall GPA, or just one term.

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.

Field of Study by Catalog Year—*Available to everyone*

Lists students who enrolled in a Field of Study during a specified Catalog Period, formatted in Excel.

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, organized by class. 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 Deans, Chairs, and UBOs*

Shows how many students are registered or on waitlists for individual classes. Can be organized by course, instructor, course (by meeting time), or course (by waitlist). A final option allows filtering courses by % full.

Retention Statistics—*Available to Deans and Chairs*

Provides either aggregate enrollment numbers organized by college, department, degree, etc. OR as a list of students, either enrolled or not enrolled in a select period.

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.

Student Status—*Available to Deans, Chairs*

Lists students, organized by last name, along with their status (Active, Former, Inactive, or Conversion) and includes their majors, class levels, standing, year admitted, email, and primary advisor). Can be pulled by University, college, Division, Department, Student Level, Major and Status. Also allows users to select just one student and view that student's information.

Registration Reports by ISU ID NBR

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.

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* 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.

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.

Office of Registrar and Central Advising

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.

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.

Transfer Course Catalog—*Available by request*

Lists courses offered by other universities and their ISU equivalencies, if any. Parameters available include Transfer Institutions, Transfer Subjects, Transfer Course Numbers, Equivalent Subjects, Equivalent Numbers, and Equivalent Attributes.

Ungraded Courses—*Available by request*

Lists courses which have not had grades submitted yet. Provides a way for chairs to ensure that all faculty in the department have, indeed, turned in their grades.