



Grant View Reports

*These reports provide grant budget information for grant PIs. Access based on Fund/Org security. Training to understand how to navigate the reports is recommended. **Data in report only shows expenditures from July '09 forward, so balance information may be overstated.***

- 1) **Log in to Argos** Find the **Reports @ ISU(Argos)** channel under the **Employees** tab in **BengalWeb**. Click on **View a Report**. (Argos works best if opened while you're in Internet Explorer.) Login to Argos using your regular ISU login and password.
- 2) **Access the Report** Click on the + sign by **Production Reporting**, then the + next to **Finance Campus Wide Reports**. Go to the **Grant View Datablock** and click on the + next to the blue blocks. Then click on **Grant View Interactive and List Reports**. On the right side of the screen, click on the **Execute** button.
- 3) **Open the Report** Leave blue box settings alone. (The report will only pull up *your* grants, so most people do not need to change these defaults.) On the bottom left, you have two options: **Run Grant Summary View** or **Run GrantView List**. Click on one and that report will load automatically.

Grant Summary View: detailed, interactive report

Column Headings

Grant ID: Index

Accounted Budget: beginning balance for entire grant, from inception to date


Activity: Amounts spent but **ONLY FROM JULY 1, 2009 forward**

Encumbrances: Open POs, standing orders, and other encumbered items

Reservations: Not yet approved Requisitions

Remaining Balance: sum of the previous 4 columns

Navigating

- The far left boxes list additional columns you can view if you open the report up further: click on + below **Grant ID** to open the **Grant Title** column, and so on. When available, click on a hierarchy sign  to open subcategories w/in the column.
- The line of boxes across the top of the screen (i.e. Grant type, Category) are used to add additional columns to the report. Drag one and add to the list of boxes on the left. You can also change the order of the columns by rearranging the left boxes, or remove boxes to remove columns from your report.
- To print a report, open the report so you can see all the information you wish to print. Save the report to Excel by right clicking anywhere in the report and click on the **Export to Excel (OLE)** button that appears. It will download into a formatted Excel report, from which you can print.

GrantView List: quicker report ; pulls all grant information into static columns.

Columns

Most column headings are shortened so more columns can fit on the screen. To see the full names, widen the column by dragging the dividing line in the column heading. (Note the scroll bar at the bottom to see ALL columns.)