Report Viewer Basic

- Complete Controller’s Office training. Register through ServiceNow.
- Login (evisions.banner.usu.edu OR banner.usu.edu > Evisions)
- Difference between “Argos” and “Argos Web Viewer”
- Locating a DataBlock and viewing the folders and dashboard reports available
- Running (“View”) a dashboard, meaning entering basic information for your unit
  - Operating Ledger (Guided Ad Hoc, OLAP)
  - FIN Balance Summary & Transaction Detail
  - Labor Distribution
  - Grand Ledger (Guided Ad Hoc, OLAP)
- Viewing transactions
- Exporting data into Excel

Report Viewer Advanced

- Complete Controller’s Office training. Register through ServiceNow.
- Understanding the value of the Data Cookbook specifications
- Filtering
- Saving settings
- Customizing “measures” (OLAP)

Report Writer Basic

- Creating a Basic CSV report and exporting it into Excel
- Linking filters to the dashboard

Report Writer Advanced

- Creating Banded reports
- Using filters
- Scheduled reports
- A bunch of other awesome stuff
- Summing
- Grouping
Online Training
Report Viewer: https://www.youtube.com/watch?v=i1CuVJD5QWM
Report Writer: https://www.youtube.com/watch?v=m_E7YuozHF4&t=1147s
USU ILS Training: ils.usu.edu

Pivot Tables
Pivot tables are an important tool. You should possess a basic knowledge of pivot tables, regardless of your level of Argos expertise. The USU Budget Office web site has several links to pivot table tutorials (and other Excel features) at this address:

http://www.usu.edu/budget/Documents/Excel/