BALL STATE
UNIVERSITY

Accessing Sponsored Project Expenditure Reports via Argos

To access the sponsored project expenditure reports, visit the Argos Web Viewer from my.bsu.edu.

In Argos, go to:

- FI > Controller > Public > Sponsored Projects Administration Reports
- Select Research Expense by Fund-Orgn-Prog by Fiscal Year

From here, you can select the Fiscal Year(s) of interest.

Then, select the ORGN Code(s) of interest. Please note, if a unit has had a change in ORGN Code and you are selecting multiple Fiscal Years, by sure to select the units current and previous Fiscal Year.

Once your Fiscal Year(s) and ORGN Code(s) are selected, click on Reports to either:

- Export your raw data into a .csv file to open in Excel, or
- Export your data as a PDF report.

Once you've selected your choice for exporting your data, click Run to download.

The PDF reports will share Expenditure info by Fund, Orgn, Program, Grant #, PI, Grant Start/End dates, Fiscal Year, and Expenditure Amounts to Date. The .csv file shares this same information, but you'll be able to manipulate the data.

Note that in some cases, expenditure numbers might be negative. This can occur when funds are overspent, cost-share is charged off a grant, indirect costs are corrected, or other financial transactions, typically at the end of a reporting period or the closing out of an award. If you have any questions about that specific award, please contact the assigned Grant Manager.

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