

ARGOS – Bank Details Report for Staff

- Please visit https://it.leeds.ac.uk/it?id=kb_article&sysparm_article=KB0011496 for information on how to obtain an Argos Username and Password
- Once you have a Username and Password, you can log in via the weblink <http://argos.leeds.ac.uk:8080/>
- After reaching this webpage, click the blue button to launch Argos, then click "Open URL: Evisions Application Launch Protocol", then log in with your username and password. You may select the option to save your password if you wish.
- After logging in, in the "Explorer" pane on the left-hand side of the screen expand the folder "**General**", then expand the folder "**Funding**"
- Double-click on the "**Bank Details**" report icon (this looks like 3 blue cubes), then click the button "**Run Dashboard**".
- Select the relevant Aid Year (Academic Year). Type in the cost object number you are checking for student payments. **Please note:** The cost object number should be typed in without any spaces or full-stops, and in uppercase (where relevant). If you are copying & pasting the cost object number from another program, please ensure that you do not also paste in a final space character, otherwise instead of searching for a cost object number like, for example, "123456" it will be searching for a cost object number like "123456 ". All cost object numbers will be in one of the following formats:
 - ◇ 6 digits – e.g. **123456**
 - ◇ 8 digits – e.g. **12345678**
 - ◇ 6 letters followed by 6 digits – e.g. **ABCDEF123456** (Do not write AB.CDEF.123456)
 - ◇ 6 letters followed by 9 digits – e.g. **ABCDEF123456789** (Do not write AB.CDEF.123456.789)
- Click "**List Records**"
- N.B. If you would find it useful to export the report into Excel, this can be done by selecting "**Bank Details Report**" from the "**Report Options**" drop-down list at the top of the page, then clicking on the floppy-disk icon which appears to the right of this drop-down list.
- The columns of the report can be sorted in Argos.
- The final column "Bank Dtl?" indicates whether or not the student has provided their bank details via the student portal. If they have not, they will need to do this by following the instructions at <http://students.leeds.ac.uk/bankdetails> in order to receive a payment.

- On the rare occasions when a student has a Banner record in a Shadow Term (e.g. a Banner record in 202155 as well as 202122) the report will show duplicate payments. Please note that the student will not be receiving duplicate payments, this is just a feature of the report design. You can see the TermCode listed in the final column of the report.
- The "Reg. Status" column displays the student's registration status and the "Reg. Date" column displays the date that the "Reg. Status" column was last updated. Note that no future payments will be made to a student unless their registration status is RE or RO, or unless it has previously been agreed in writing with the Funding team, funding@leeds.ac.uk for Banner's registration check constraints to be circumvented.
- Note also that even if the Reg. Status column does display RE (Registered) or RO (Registered for an Ordinary Degree), if the Reg. Date column indicates that this has only been updated since the most recent Tuesday (when the weekly payment run is processed by Funding), then any payments scheduled would get processed in the following Tuesday's payment run (provided bank details have been provided).
- The "Acc. Amt" (Accepted Amount) column, displays the total payments set up to be paid to a student in the academic year.
- The "Paid Amt" (Paid Amount) column, displays the total payments which have been paid to the student for the academic year so far. Any payments processed on the Tuesday in any particular week would normally clear in the student's bank account on the Friday of the same week.
- Payments will not appear listed in the report until the relevant MA1 Form has been input into Banner by the Funding Team.
- The "Email" column displays the University e-mail addresses for students. This might be useful, for example, to e-mail students who have not provided their bank details via the University portal, in order to remind them to do this. Please see the section above advising how to export the report into Microsoft Excel.
- If you have any queries concerning the usage of the report, or the data contained therein, please contact the Funding Team at funding@leeds.ac.uk or on extension 32007.

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