

## OrBIT Report

The OrBIT report gives you information on the personal services of an organization for the fiscal year. This report lists personal services transactions by account code (categories like Adm Professional Salary, Faculty, and C.S. Regular Salary). For each account code, the position number, ID, name, status, YTD Expense, Remaining Encumbrance and Total Cost for Fiscal Year for each job are listed.

1. Open your web browser, and enter <http://argosrv:8080/argos/> (you may want to add it to your favorites).
2. Enter your Username and Password in proper fields.
3. Press Enter or click on Login button.
4. Click on the + sign in front of “Financial Managers Reports” on the left-hand side.
5. Click on the + sign in front of “Orbit.”
6. Double-click on the **indented “Orbit”** to launch the report.
7. Click on the down arrow next to “Fiscal Year” to choose the the desired year.
8. Choose the organization number for your report in the box right below Fiscal Year. If you cannot access the organization you need, please contact Jim Toner at 581-5023 or [jqtoner@eiu.edu](mailto:jqtoner@eiu.edu).
9. Click on the “Next” button at the bottom right-hand side. This action takes you to a new screen that gives you several options:
  - Click on “Preview” (recommended) to check on your data before you print.
  - Click on “Print” to print the report.
  - Click on the “Back” button in the bottom right-hand corner to return to the previous screen and choose a different organization.
  - Click on “Close” to go back to the main Argos screen. In that screen, click on the Logout button in the toolbar, then click on the X in the upper right-hand corner to exit completely out of Argos.
10. The “Report Preview” screen appears when “Preview” is clicked. You can review or print the report as follows:
  - In the upper left-hand corner, click on the arrow or double-head arrow pointing to the right to see the next page or last page of the report, respectively.
  - Also in the upper left-hand corner, click on the arrow or double-head arrow pointing to the left to see the previous page or first page of the report, respectively.
  - Click on the printer icon to print the above report.
  - Click on “Close” button to return to the previous screen.