# argos

Open PO Report Instructions

Available to those with Fund/Org access for their Indexes only. This report will also let you view closed PO's, POs within a certain date range, or POs for specific commodity codes.

1. Using Internet Explorer, login to **BengalWeb** and click on the **Employees** tab. In **the Reports @ ISU (Argos)** channel, click on **View a Report**. Launch Argos and login using your regular username and password.

2. On the left, click the + sign next to **Production Reporting**. Click the + sign next **to Finance Campus Wide Reports**, then click the + sign next to the **Open PO Report** datablock.

3. Double click the **Open PO Report** icon.
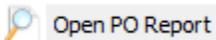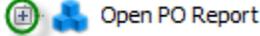
4. To view all open POs for all your indexes, leave all the default parameters as they are (i.e. Dates, Commodity Codes, Purchase Order Type) (Note: change the default parameters only if you wish to view both closed and open POs, or only POs within a certain date range, etc.)

5. Click on the **View Purchase Orders** button (bottom left) to view all purchase orders for all your indexes OR click **View PO Acctg Detail** (bottom right) to view all your open POs arranged by Index. (*Note: both are cube style reports, so you will need to open up additional columns to see beyond the summary data displayed when the report opens.*)

View Purchase Orders: Click the hierarchy sign under the heading **Order Type** on the left, then click the + sign in same heading. Click on the + sign next to the year heading (2010, 2011) you wish to view. This will open up Fiscal Periods (months).

To see additional detail on specific line items, click on the + sign next to that line item on the left. (Note: ignore the na line) Black amounts are positive; red amounts within parenthesis are negative.

View PO Acctg Detail: Click the + sign under the **Account Index** heading. All your Indexes will be listed, along with all their open POs.

To see additional detail on a specific line item, click on the + sign next to that line item on the left. Black amounts are positive; red amounts within parenthesis are negative.

To print out this report, open the report up to the level of detail you wish to print, then right click on the page and click on the "**Export to Excel (OLE)**" message that appears. It will open up a properly formatted Excel spreadsheet which you can then print.