



ADDY NOTES



Running a PO Balances Detail Report

This Addy Note explains how to run a PO Balances Detail Report to view the details of a specific PO. Review the Addy Tip [Understanding a PO Balances Detail Report](#) to grasp how to view the report's details.

Step	Action
1.	Navigate to: Main Menu > Purchasing > Purchase Orders > UCF PO Reports > PO Balances Detail.
	<p>Note: If you have never created a run control, create one following Steps 2 through 4. You will only need to perform this process one time, and you can use the run control you create each subsequent time you want to run this report.</p> <p>If you already have created a run control:</p> <ol style="list-style-type: none"> 1. Enter the name of your Run Control in the Run Control ID field. 2. Click the Search button. 3. Proceed to Step 5 below.
2.	<p>Click the Add a New Value tab.</p> <div data-bbox="305 1272 826 1602" style="border: 1px solid black; padding: 5px;"> <p>PO Balance Report - Detail</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID <input type="text"/></p> <p>Add</p> </div>



ADDY NOTES

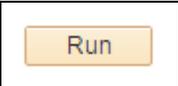
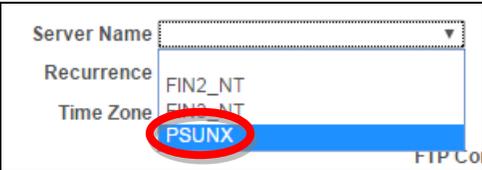
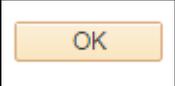


Step	Action
3.	<p>Name your Run Control in the Run Control ID field.</p> <div data-bbox="306 575 829 903" style="border: 1px solid black; padding: 5px;"> <p>PO Balance Report - Detail</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID <input type="text"/></p> <p>Add</p> </div> <p>Note: Run Control IDs are case-sensitive and should be entered without using spaces. Choose a name for your Run Control carefully, because the system will not allow you to change or delete the name after it is saved.</p>
4.	<p>Click Add.</p> <div data-bbox="306 1136 498 1236" style="border: 1px solid black; padding: 5px;"> <p>Add</p> </div>
5.	<p>Verify UCF01 defaults in the Business Unit field; if not, enter it.</p> <div data-bbox="306 1323 745 1551" style="border: 1px solid black; padding: 5px;"> <p>Report Request Parameters</p> <p>Business Unit: <input type="text" value="UCF01"/></p> <p>PO Number: <input type="text"/></p> </div>
6.	<p>Click Save.</p> <div data-bbox="306 1640 456 1730" style="border: 1px solid black; padding: 5px;"> <p>Save</p> </div>



ADDY NOTES

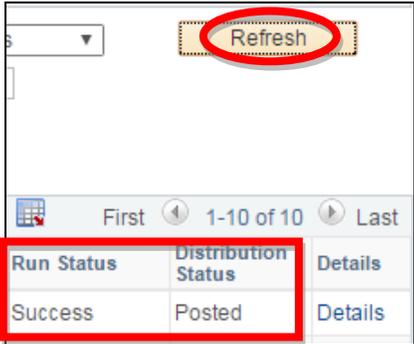
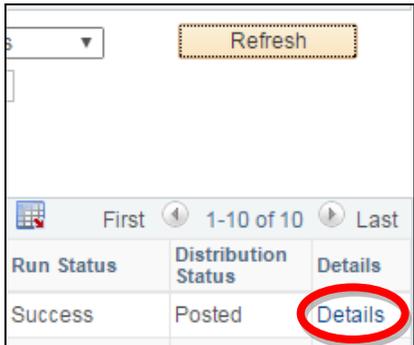
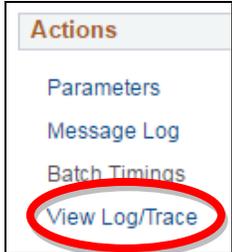


Step	Action
7.	Click Run . 
8.	Click the Server Name drop-down arrow and select PSUNX . 
9.	Verify that the Type is Web and the Format is PDF .  <p>Note: In the Format drop-down list, you can select CSV instead to download the report into Excel.</p>
10.	Click OK . 
11.	Click Process Monitor . 



ADDY NOTES



Step	Action
12.	<p>Click Refresh repeatedly until the Run Status displays Success and the Distribution Status is Posted.</p>  <p>Note: Even though the report is a summary, gathering the report may take a few minutes.</p>
13.	<p>Click Details.</p> 
14.	<p>Click View Log /Trace.</p> 



ADDY NOTES



Step	Action				
15.	<p>Click the file ending in .PDF to open your report.</p> <div data-bbox="306 573 786 747" style="border: 1px solid black; padding: 5px;"> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> </tr> </thead> <tbody> <tr> <td>SQR_EXP4956A_7934232.log</td> </tr> <tr> <td>fxp4956a_7934232.PDF</td> </tr> <tr> <td>fxp4956a_7934232.out</td> </tr> </tbody> </table> </div>	Name	SQR_EXP4956A_7934232.log	fxp4956a_7934232.PDF	fxp4956a_7934232.out
Name					
SQR_EXP4956A_7934232.log					
fxp4956a_7934232.PDF					
fxp4956a_7934232.out					
16.	<p>View, print, or save your report.</p> <div data-bbox="306 869 959 1197" style="border: 1px solid black; padding: 5px;"> </div>				