## **Contract Balance Report Directions**

Make sure you are in SAPROD. Follow the bread crumbs to get to "Contract Balance Report".

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Add a New Value				
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Next, click on "Add a New Value". Then enter "1" for the "Run Control ID" and click "Add", as shown in the screen print below. Adding a new value for the run control only has to be done once. After the first time you will be able to click on the "Search" button to get to the next screen.

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The screen shot above shows the parameters required to run the contract balance job. These parameters will remain the same. The "As of Date" should be 06/22/2005, the "Thru Date" should be 06/30/2006, the fiscal year should be "2006" and the note will populate itself. After the data is entered, click "Save" and hit the "Run" button. Next click the "OK" button as shown on the screen below. Be sure the format is PDF and the server name is "PSNT".

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Click on "View Log/Trace" on the screen above. Next you will be able to view and print the Contract Balance Report by clicking on SAR019B.

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