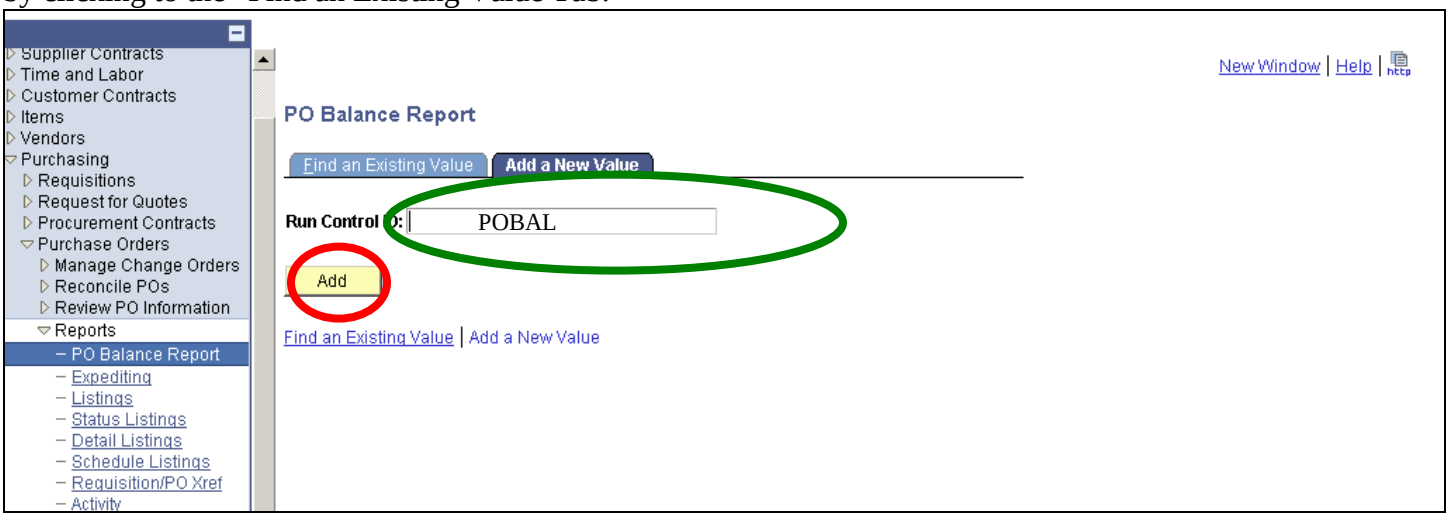
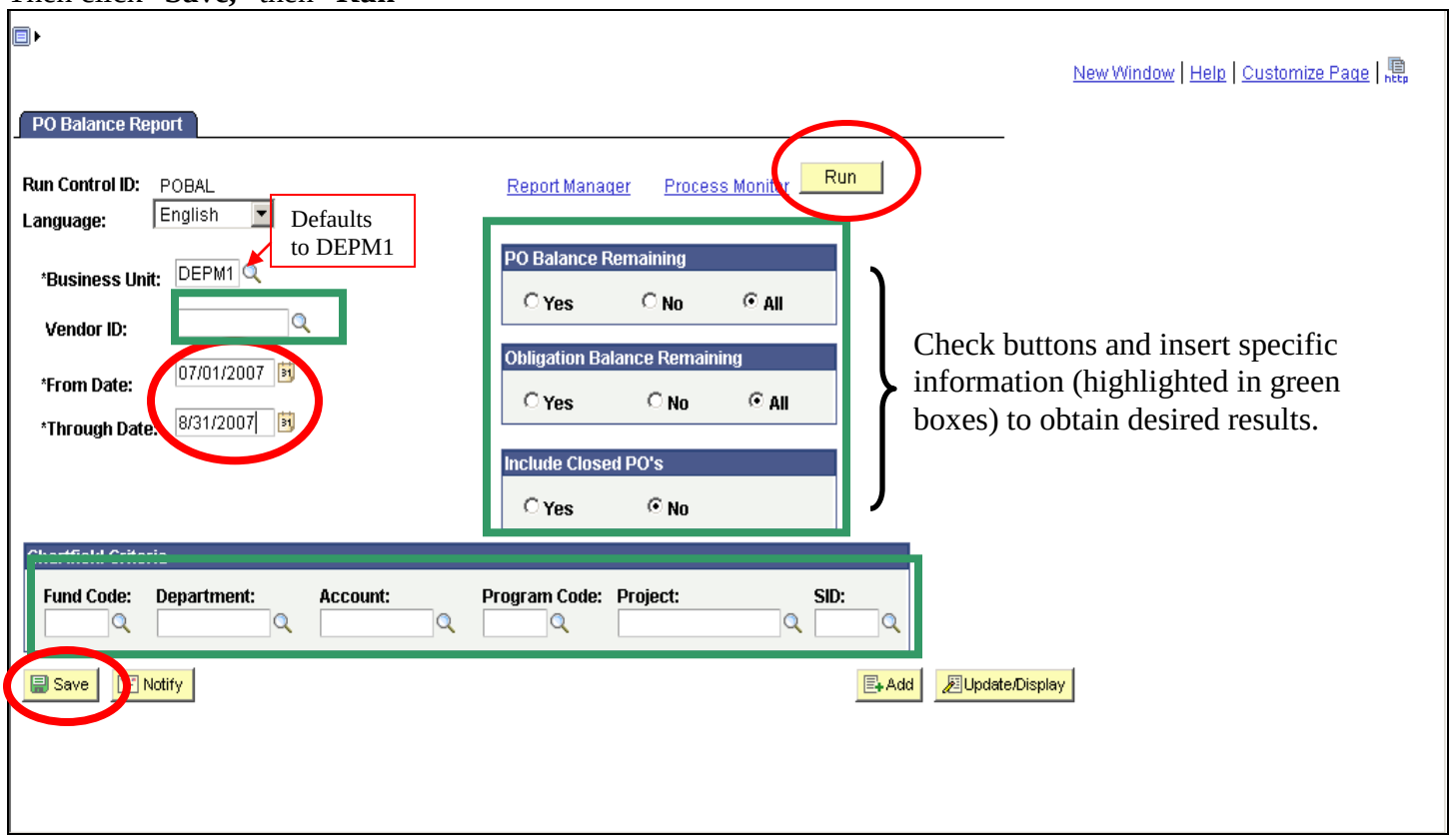
PO Balance Report

First time users must create a new report name by selecting the "Add a New Value" tab (report names can contain no spaces, hyphens or slashes) and then click "**Add**". Once you've saved a report, you can use it again by clicking to the "Find an Existing Value Tab."

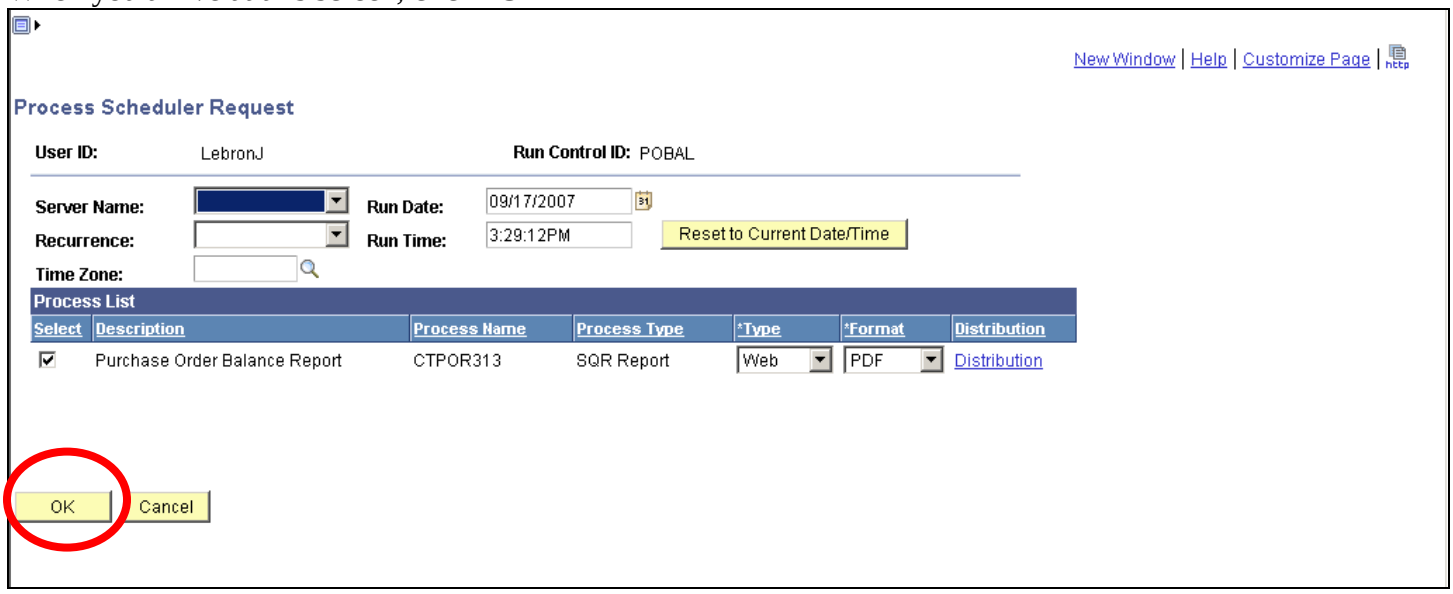


Fill in required data mark by asterisks (Optional chartfield criteria may be populated as desired)
Then click "**Save,**" then "**Run**'

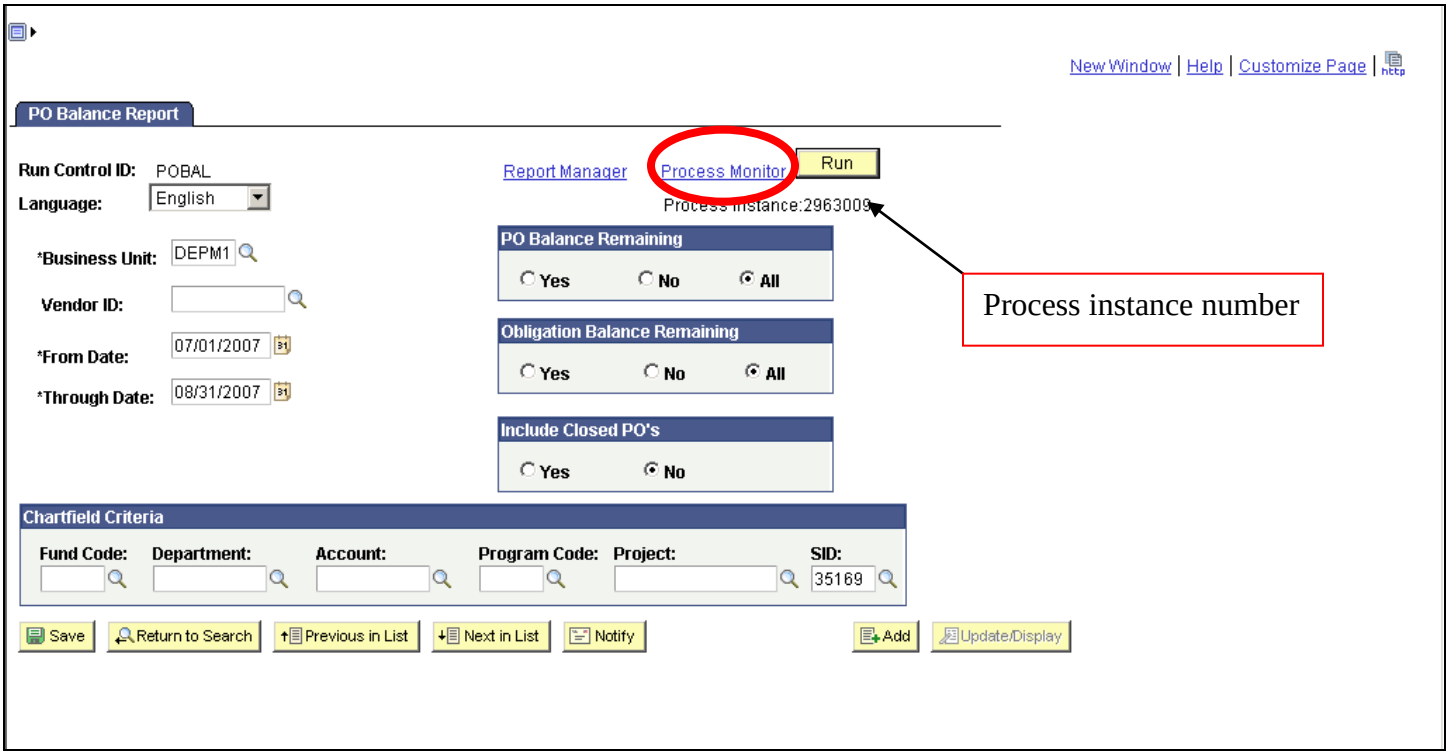


Check buttons and insert specific information (highlighted in green boxes) to obtain desired results.

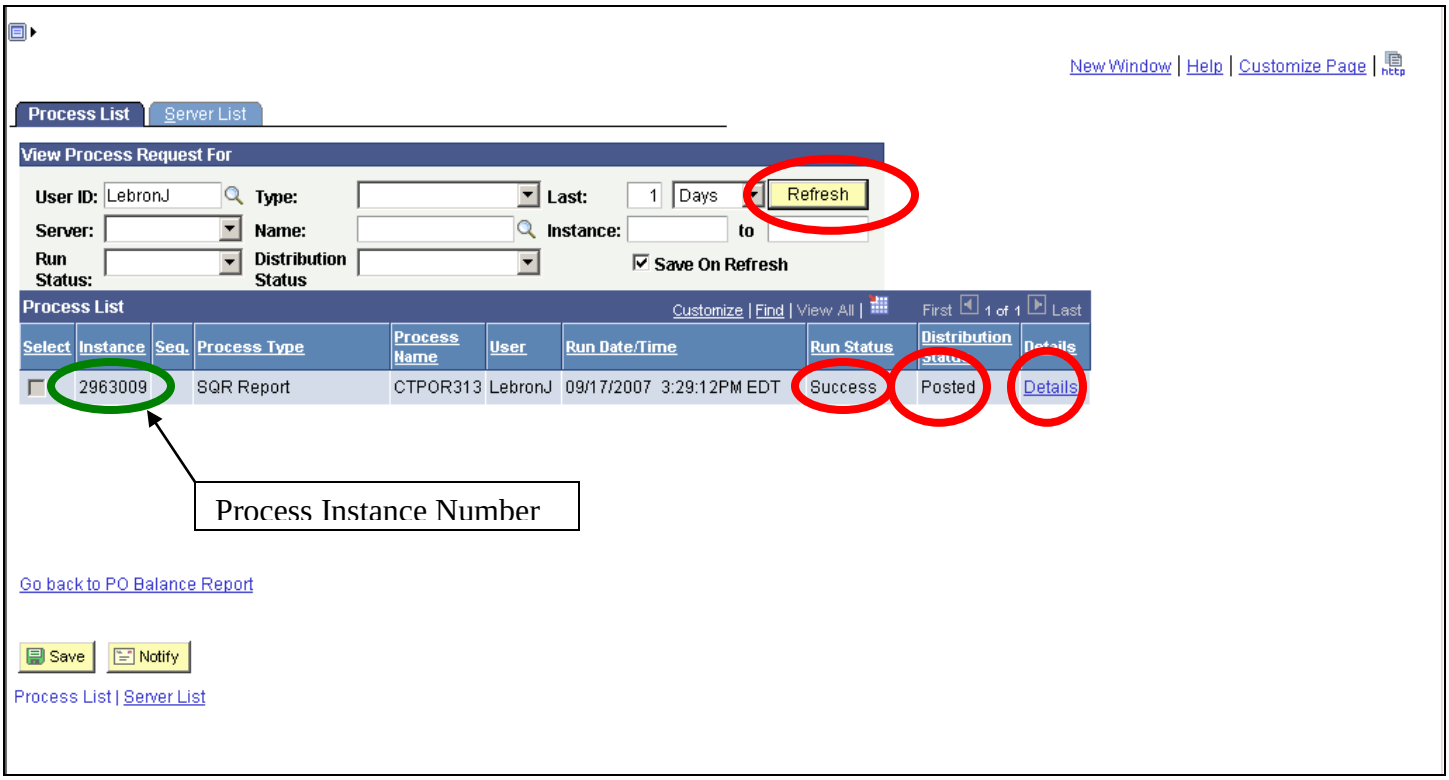
When you arrive at this screen, click "**OK**"



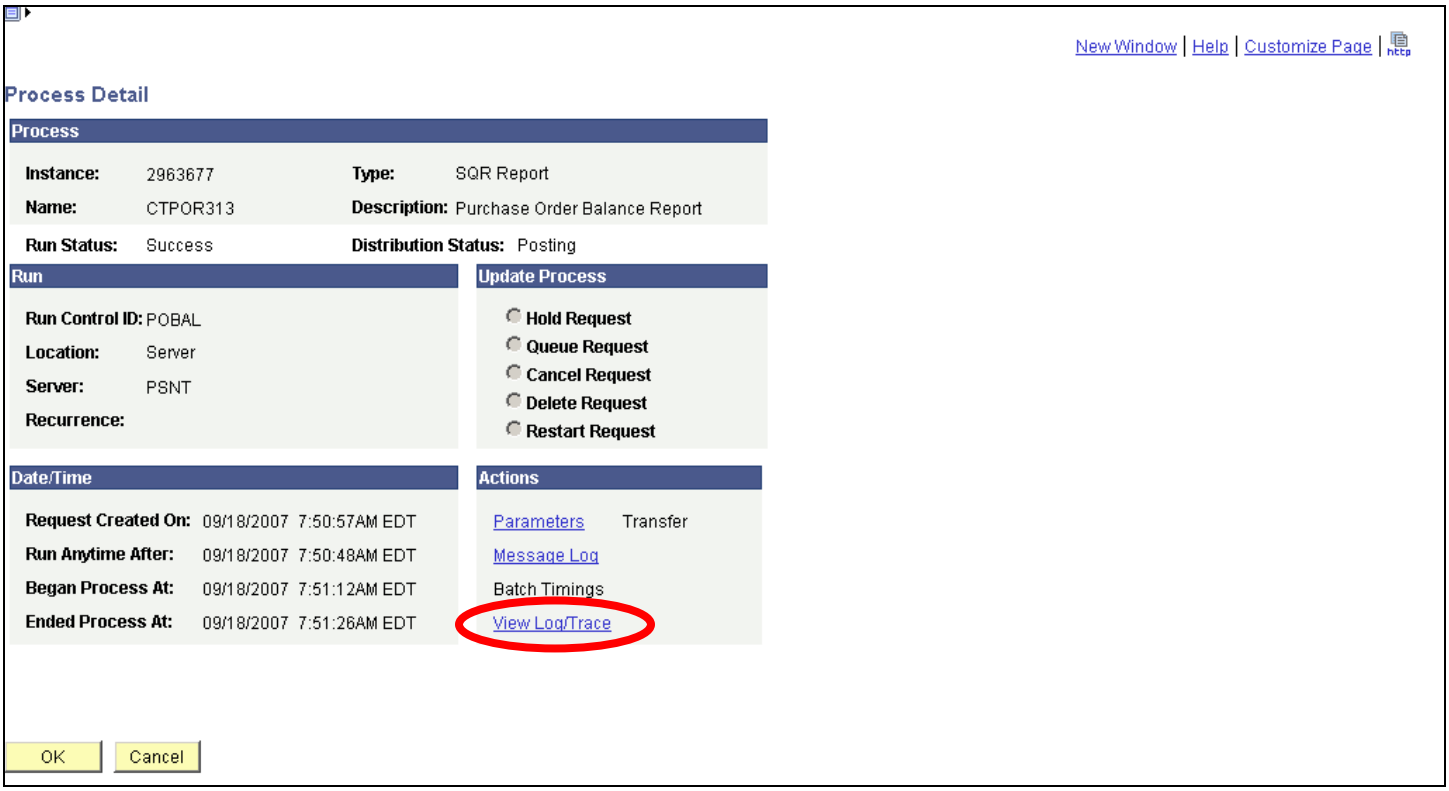
Make a note of Process Instance number and then Click "**Process Monitor**".



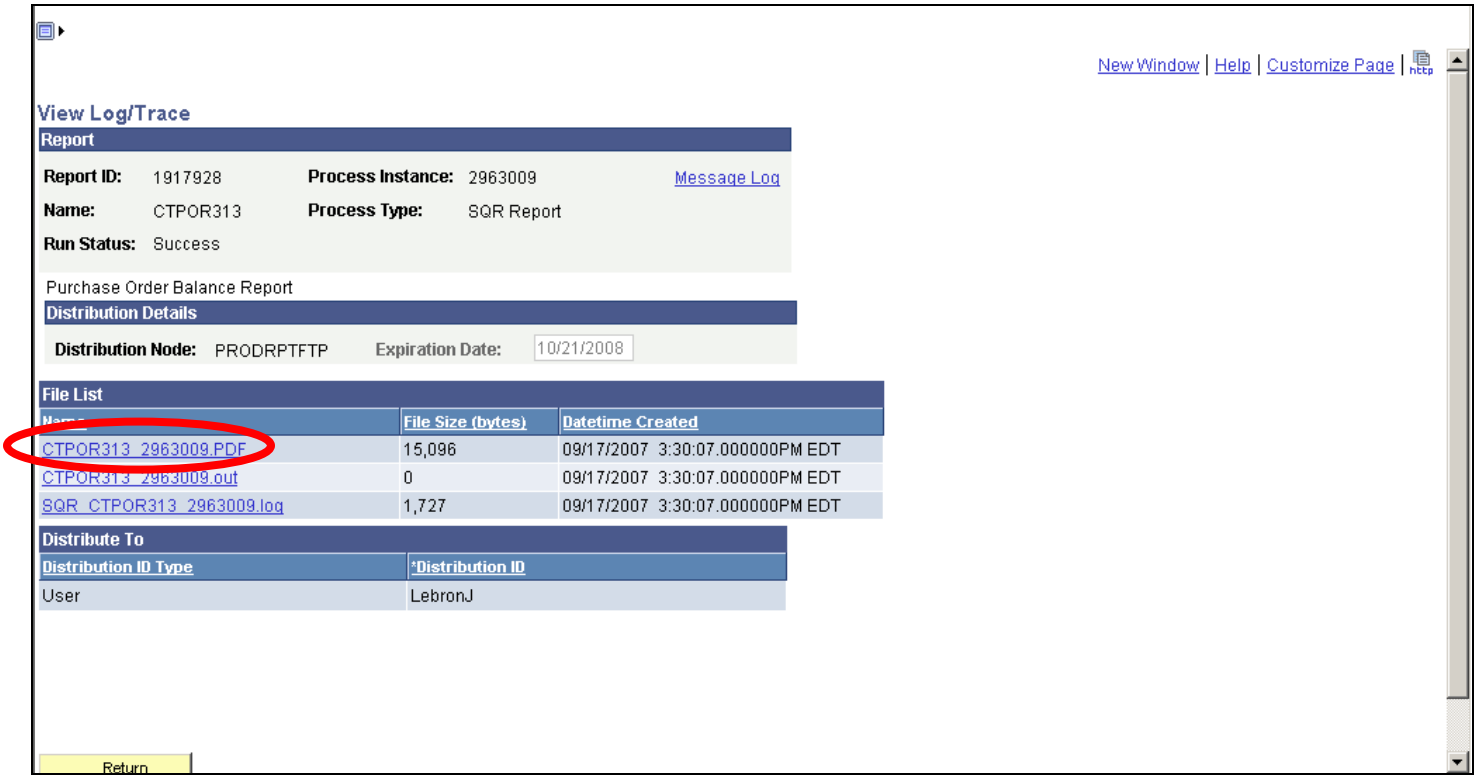
Click **refresh** until run status shows **Success** and distribution status shows **Posted** and then click on **Details**



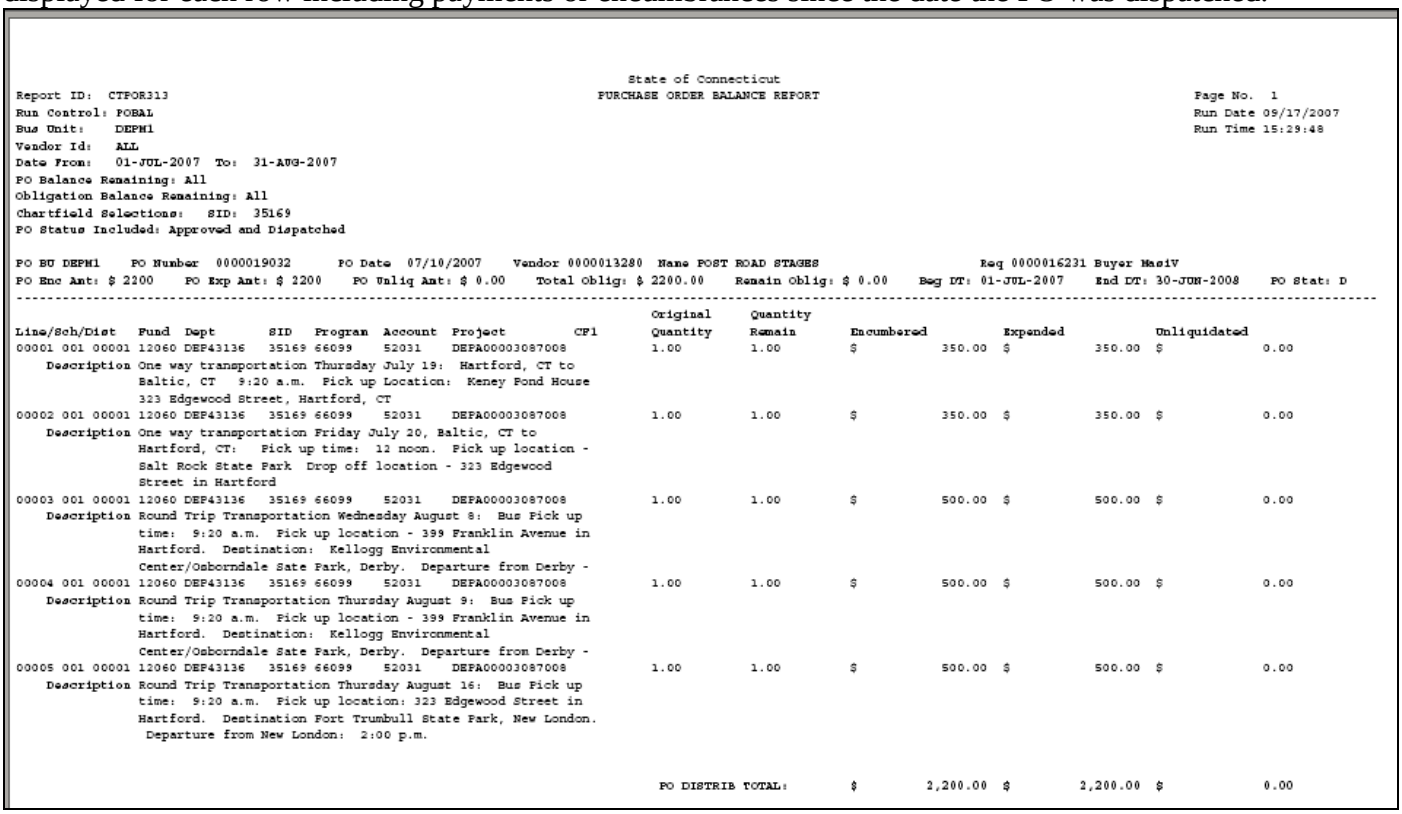
Click on View Log/Trace to see results of search in .pdf format.



Click on PDF file



Copy of Report can be viewed or printed. Note: BudRef is not displayed on report, however, a separate line is displayed for each row including payments or encumbrances since the date the PO was dispatched.



State of Connecticut
PURCHASE ORDER BALANCE REPORT

Report ID: CTPOR313
Run Control: POBAL
Bus Unit: DEPM1
Vendor Id: ALL
Date From: 01-JUL-2007 To: 31-AUG-2007
PO Balance Remaining: All
Obligation Balance Remaining: All
Chartfield Selections: SID: 35169
PO Status Included: Approved and Dispatched

Page No. 1
Run Date 09/17/2007
Run Time 15:29:48

PO BU DEPM1 PO Number 0000019032 PO Date 07/10/2007 Vendor 0000013280 Name POST ROAD STAGES Req 0000016231 Buyer MasiV
PO Enc Amt: $ 2200 PO Exp Amt: $ 2200 PO Unliq Amt: $ 0.00 Total Oblig: $ 2200.00 Remain Oblig: $ 0.00 Beg DT: 01-JUL-2007 End DT: 30-JUN-2008 PO Stat: D

Line/Sch/Dist	Fund	Dept	SID	Program	Account	Project	CF1	Original Quantity	Quantity Remain	Encumbered	Expended	Unliquidated
00001 001 00001	12060	DEP43136	35169	66099	52031	DEPA00003087008		1.00	1.00	$ 350.00	$ 350.00	$ 0.00
Description One way transportation Thursday July 19: Hartford, CT to Baltic, CT 9:20 a.m. Pick up Location: Keney Pond House 323 Edgewood Street, Hartford, CT												
00002 001 00001	12060	DEP43136	35169	66099	52031	DEPA00003087008		1.00	1.00	$ 350.00	$ 350.00	$ 0.00
Description One way transportation Friday July 20, Baltic, CT to Hartford, CT: Pick up time: 12 noon. Pick up location - Salt Rock State Park Drop off location - 323 Edgewood Street in Hartford												
00003 001 00001	12060	DEP43136	35169	66099	52031	DEPA00003087008		1.00	1.00	$ 500.00	$ 500.00	$ 0.00
Description Round Trip Transportation Wednesday August 8: Bus Pick up time: 9:20 a.m. Pick up location - 399 Franklin Avenue in Hartford. Destination: Kellogg Environmental Center/Osborndale Sate Park, Derby. Departure from Derby -												
00004 001 00001	12060	DEP43136	35169	66099	52031	DEPA00003087008		1.00	1.00	$ 500.00	$ 500.00	$ 0.00
Description Round Trip Transportation Thursday August 9: Bus Pick up time: 9:20 a.m. Pick up location - 399 Franklin Avenue in Hartford. Destination: Kellogg Environmental Center/Osborndale Sate Park, Derby. Departure from Derby -												
00005 001 00001	12060	DEP43136	35169	66099	52031	DEPA00003087008		1.00	1.00	$ 500.00	$ 500.00	$ 0.00
Description Round Trip Transportation Thursday August 16: Bus Pick up time: 9:20 a.m. Pick up location: 323 Edgewood Street in Hartford. Destination Fort Trumbull State Park, New London. Departure from New London: 2:00 p.m.												
								PO DISTRIB TOTAL:		$ 2,200.00	$ 2,200.00	$ 0.00