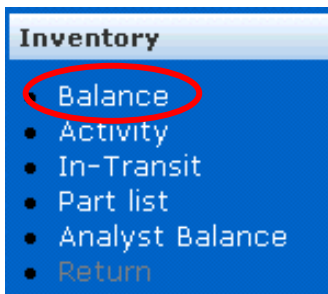
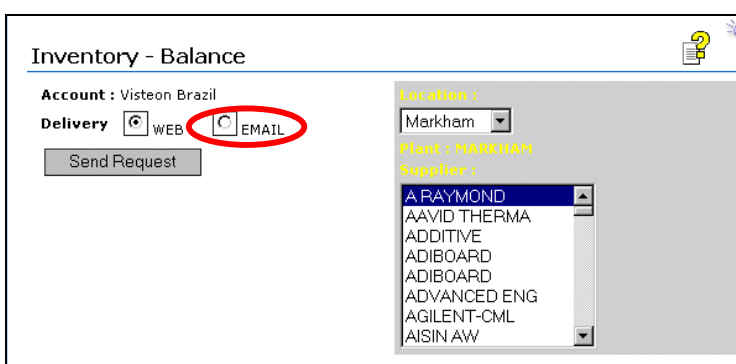


Requesting the Balance Report



1. Click **Balance**.

TIP: It is below the "Inventory" heading on the left side of the window.



2. If you want the system to send the report to your email address, click **Email** if it is not already selected.

TIP: You can change the default setting by clicking **Delivery** below the "Preferences" heading on the right side of the screen.

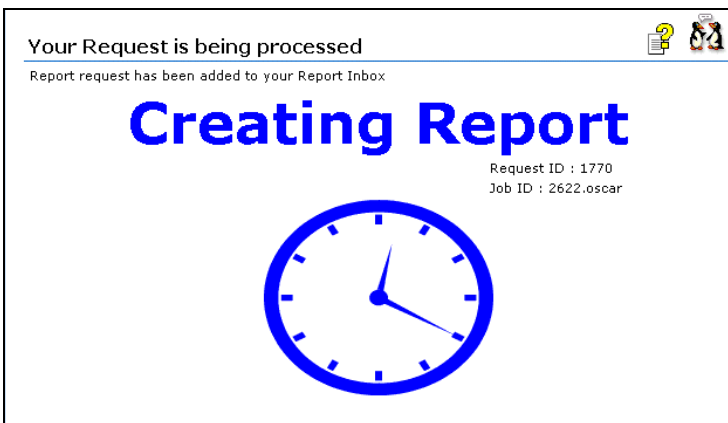
Click **Email** if you want the system to send the report to your email address. Otherwise, click **Web**.

3. Select the suppliers to include in the report.

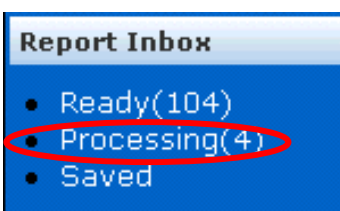
TIP:
To select more than one supplier: Hold down the **Ctrl** key as you click supplier names to select them individually. All suppliers you click will be selected.
 OR
 Click a supplier, then hold down the **Shift** key as you click another supplier. The two suppliers you clicked and all suppliers in between will be selected.

To deselect a supplier that is already highlighted, just click the supplier again with the **Ctrl** key held down. The highlighting will be removed from that supplier.

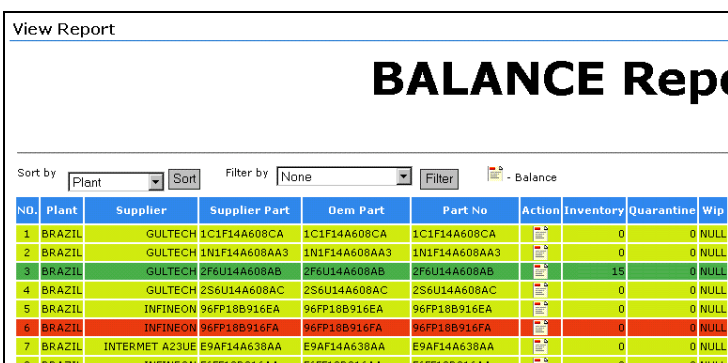
4. Click **Send Request**.



The system displays this screen as it is processing.



TIP:
A number appears in brackets beside **Processing** on the left side of the screen below the "Report Inbox" heading while the system is processing the report. This feature allows you to monitor the progress of your report. When the system finishes processing the report, the number beside **Processing** disappears. You can then display your report by clicking **Ready**.



While the system is processing your report, you can choose whether to wait for the results.

If you decide to wait, the system displays the report results as soon as processing completes, as shown in the example on the left.

If you decide not to wait, you can continue working with eWareHouse or even log out of eWareHouse. In this case, you can view the report results by clicking **Ready**.

See [Displaying or printing report results in the Reports Inbox](#) on page 32 for more information.