Running an Existing PO Detail Report in Retail Link

Login to Retail Link using the login information located on the Shared Login page in NetSuite.

Type **Decision Support – New** into the Search at the top of the Retail Link home page. You can also select Apps at the top of the home page and search through all available apps for the **Decision Support** – **New** app.

If there is a saved report that you want to run, click **My Reports** in the top right corner of the page.

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		Edit Quick View			

Under My Reports, click the + sign next to "Reports (Ad-Re)".



Right-click on "Advantus PO Check – FY to Present" (or any other report that you want to run) and click **Submit**.



If the below screen displays, the report has been submitted successfully. Click OK.

P Report Submit Results - Goog	ple Chrome	
Secure https://retai	llink.wal-mart.com/Decisio	n_support/submit_requ Q
	Submitted Job Id = 531083958	
Report Options: Item Selection: Business Unit Selection: Times: Options:	PO Number PO Type, PO Creath Date, PO Cancel Date, Must Arrive Whee Pack Oty Str Ordered, Total Eaches Str Ordered, Total Eaches Vendor Nbr (6-digit) Is One Of Store Type Breakdown> Al Sto ALL WAREHOUSES By Fuzzy Dates> Time Range	e Date, PO Order Date PO Ship 9 Date, PO Event, PO Status, Total Whee Pack Oty Str Received, Total Str Received 1752112 And res 1 TY Flacal Year to Date
	OK I	

Return to the main Decision Support screen and click **Status** in the top right corner.



The Request Title will show the name of the report with the Status showing as "Waiting". After a few minutes, click **Refresh** in the top right corner until the report Status shows "Done".

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Status	Status				
Total reports for: hm8fa1t 1			🖉 Retrieve 🔄 Modify 🖉 Delete 🖾 Refresh		
🛛 Job ld	Status	Request Title	Run time File Size Output		
531083968	Waiting	Advantus PO Check - FY to Present	2017-11-03 09:39:28 b Excel		
<u>. </u>					
			🔍 Quick View 🕞 Status 📓 My Reports 🖱 Custom Groups 🍞 Help		
Status					
Total reports for: hm8fa1t 1			🗹 Retrieve 🕑 Modify 🖉 Delete 🖺 Refresh		
Job Id	Status	Request Title	Run time File Size Output		
531083968	Done	Advantus PO Check - FY to Present	2017-11-03 09:40:54 125.26Kb Excel		

Select the box next to the Job ID and click **Retrieve** in the top right corner.

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Sta	Status						
Total	reports for: hm8fa	1t 1			Retrieve	Modify 🖉 Delete	Refresh
	Job Id	Status	Request Title	Run time	File Size	Output	
1	531083968	Done	Advantus PO Check - FY to Present	2017-11-03 09:40:54	125.26K	b Excel	

A pop-up box will display and automatically begin downloading the report as an Excel spreadsheet. Open this spreadsheet once downloaded to view the PO Details.

🕒 Retrieve Request - Google Chrome				
🔒 Secure https://retaillink.wal-mart.com/Decisic ସ୍				
Please Wait While				
Request Advantus PO Check - FY to Name : Present				
Request Id : 531083968				
Is Being Retrieved				
hm8fa1t_531083968xls Show all X				