

# 997 - Functional Acknowledgment

This guide will show you how to find a **997 (Functional Acknowledgment)** for return documents using the AD Hoc Reporting tool.

1. Log-in to your WebForms account
  - a. <https://portal.hosted-commerce.net/sps>
2. Hover your cursor above **Reporting** in the top banner
3. Left-click **Ad Hoc Reporting**
  - a. A new window will appear in your web browser
4. Select the **Business Documents** tab to search for the document you want to find
  - a. You can use any of the following parameters to narrow your search
    - i. Trading Partner
    - ii. Doc Type
    - iii. Document Identifier (e.g. Order #, Invoice #, etc)
    - iv. Start Date
    - v. End Date
5. Once you have your document, left-click the parcel tree icon corresponding to the document you want to view
  - a. A new tab will appear showing the steps your document processed through on SPS' platform
  - b. The last parcel in the dataflow will be the EDI output
  - c. On the EDI parcel you can see if the Retailer accepted the EDI by looking at the **Ack Status**
6. To find the actual 997, write down the **GRP CTL #** then left-click the **Dataflow** tab
7. Type the number you wrote down into the **GRP CTL #** field
  - a. Make sure the **Start Date** and **End Date** have a date range window set that will allow you to find the EDI output you are looking for
8. Left-click on the binoculars under the **Ack Status** column to view the 997 EDI



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