PO Admin Checklist
USING THE RECONCILIATION WORKBENCH

Use the Purchase Order Reconciliation Workbench for these activities:

- Close a purchase order (*see Checklist to Close Purchase Orders*).
- Inquire about a purchase order and its receiving.
- Review purchase order summary activity.
- Find POs with open encumbrances.

You must have the authority to perform the particular activity that you select.

Navigation: *Purchasing → Purchase Orders → Reconcile POs → Reconciliation Workbench*

1. Set up a run control ID by using the 'Add a New Value' tab.

2. If you are using the Workbench to review PO activity, enter the criteria necessary to narrow the search:
   a. Range of PO numbers
   b. Date range
   c. Vendor ID
   d. Buyer
   e. Status of POs in question
   f. Type of Receiving
   g. You can even search by specific chartfields.

3. Click 'SEARCH' and the following screen will come up:

Reconciliation WorkBench

Business Unit: 53000   WorkBench ID: BEV

*Description: [   ]

Select POs for Further Processing

List of Purchase Orders   Customize | Find | View 100 | Download   First ◄ 1-10 of 278 ► Last

	Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☐	0000013542	📄	Canceled	N	06/28/2007	04/24/2008	0000046159	Frohlich,Richard L.	No Match			📋
☐	0000014477	📄	Dispatched	N	10/12/2007	01/22/2008	0000000172	Doll,Tony	No Match	2		📋
☐	0000014632	📄	Dispatched	N	11/09/2007	02/12/2008	0000005936	Doll,Tony	No Match	1		📋
☐	0000014740	📄	Dispatched	N	12/06/2007	01/24/2008	0000038629	Doll,Tony	No Match	1		📋
☐	0000014753	📄	Canceled	N	12/10/2007	01/07/2008	0000003327	Doll,Tony	No Match	1		📋
☐	0000014765	📄	Canceled	N	12/11/2007	01/07/2008	0000000227	Doll,Tony	No Match	1		📋
☐	0000014792	📄	Dispatched	N	12/14/2007	01/10/2008	0000000203	Doll,Tony	No Match	2		📋
☐	0000014829	📄	Dispatched	N	12/21/2007	01/02/2008	0000000202	Doll,Tony	No Match	1		📋
☐	0000014831	📄	Dispatched	N	12/21/2007	01/24/2008	0000001722	Doll,Tony	No Match	1		📋
☐	0000014832	📄	Dispatched	N	12/21/2007	01/22/2008	0000002122	Doll,Tony	No Match	1		📋

☑ Select All   ☐ Clear All

Action: [Approve] [Unapprove] [Cancel] [Close] [Dispatch] [Preview]

Go To: Set filter options   Process Request Options   Process Monitor   View Processing Results

[Save]

4. There are many things you can do from this screen. <u>Under the Detail tab</u>:

   a. You may click on the blue hyperlink for each particular PO and be taken into the PO Inquiry screen for each.

   b. Clicking the icon under 'Doc Status' will show you any receipts, requisitions, and vouchers tied to this PO. (*See Checklist for Purchasing Inquiry Pages*.)

   c. The PO Status clearly shows the current status of each PO.

   d. The Hold column refers to whether the 'Hold for Further Processing' box was checked in the PO. This should only be checked for template POs.

   e. The number of change orders will show up under 'Change Order.'

   f. By clicking on the icon under 'Lines', the following screen will appear:

Reconciliation WorkBench
Purchase Order Lines

Business Unit: 53000   WorkBench ID: BEV
Description:
PO Number: 0000015133

Select POs for Further Processing

List of Purchase Order Lines   Customize | Find | View All | ⊞   First ◄ 1-3 of 3 ► Last

	Line	Status	Item ID	Description	Category ID	Recv Reqd	RFQ ID	RFQ Line	Contract SetID	Contract Line Nbr	GPO ID	GPO Contract Number
☐	1	Active		jumpsuits, blue, x-large	01317	Y			STATE			
☐	2	Active		jumpsuits, blue, 2x-large	01317	Y			STATE			
☐	3	Active		jumpsuits, blue, 3x-large	01317	Y			STATE			

   g. From this screen you can see the short description and category ID. You may select however many lines you want brought into the action you are going to perform. If you are merely reviewing, click 'Select All.'

      i. Click on the blue hyperlink of the line number. You will see the schedules for this line:

Reconciliation WorkBench
Purchase Order Schedules

Business Unit: 53000   WorkBench ID: BEV
Description:
PO Number: 0000015133
Line: 1

Select POs for Further Processing

List of Purchase Order Schedules   Customize | Find | View All | ⊞   First ◄ 1 of 1 ► Last

	Sched	Status	Due Date	PO Qty	Close PO Under Percent Tol	Receiving	Amount	Currency	Maintain Distributions	Base Amount	Base Currency	Matching	Match Status PO
☑	1	Active	02/29/2008	3.0000		🚚	81.00	USD	📇	81.00	USD	No Match	Unmatched

      ii. From the screen above, you have the ability to click on the 'Receiving' icon 🚚 and view the receipts for this PO; or

      iii. Click on the 'Maintain Distributions' icon 📇 and make any necessary changes to the distribution for that particular schedule.

5. Back to the Reconciliation Workbench <u>under the 'Other' Tab</u>:
   a. Much of the same information appears, in addition to
      i. The Receipt Status, and
      ii. The Budget Check Status.
   b. Clicking an icon [icon] under the 'Go To PO Activity Summary' column will take you to this page:

Activity Summary

Unit: 53000   PO Status: Dispatched
PO ID: 0000015139   Vendor: WAL MART STORES INC

Lines   Customize | Find | View All | [icon]   First [◄] 1-12 of 12 [►] Last

Line		Item	Item Description	UOM	Order Qty	Amount Ordered	Qty Received	Qty Accepted	Open Quantity	Open Amount		Quantity Invoiced	Amt Invoiced
1	[icon]	16515-661003	Coffee Filters, Household 10 C	PKG	6.0000	5.820	6.0000	6.0000	0.0000	0.000	[icon]	0.00	0.000
2	[icon]	04520-101009	Coffee Maker, 10 Cup	EA	3.0000	26.910	3.0000	3.0000	0.0000	0.000	[icon]	0.00	0.000
3	[icon]		shoes	PR	16.0000	280.000	16.0000	16.0000	0.0000	0.000	[icon]	0.00	0.000
4	[icon]		shoes	PR	1.0000	9.500	1.0000	1.0000	0.0000	0.000	[icon]	0.00	0.000
5	[icon]		shoes	PR	2.0000	47.000	2.0000	2.0000	0.0000	0.000	[icon]	0.00	0.000
6	[icon]		shoes	PR	2.0000	59.000	2.0000	2.0000	0.0000	0.000	[icon]	0.00	0.000
7	[icon]		boots	PR	1.0000	24.970	1.0000	1.0000	0.0000	0.000	[icon]	0.00	0.000
8	[icon]		boots	PR	10.0000	199.700	10.0000	10.0000	0.0000	0.000	[icon]	0.00	0.000
9	[icon]		boots	PR	2.0000	55.940	2.0000	2.0000	0.0000	0.000	[icon]	0.00	0.000
10	[icon]		boots	PR	1.0000	44.830	1.0000	1.0000	0.0000	0.000	[icon]	0.00	0.000
11	[icon]		socks	PKG	5.0000	42.400	5.0000	5.0000	0.0000	0.000	[icon]	0.00	0.000
12	[icon]		socks	PKG	3.0000	20.880	3.0000	3.0000	0.0000	0.000	[icon]	0.00	0.000

   c. The Activity Summary screen shows the quantity and dollar amount ordered, quantity received and accepted, the remaining quantity, <u>and – if the agency uses PO vouchers</u> – how much of that line items was invoiced and paid.
   d. Clicking on the Receipt icon [icon] will show you the receiving information, same as the receiving tab on the PO.

Although the following procedures are listed as options in the Reconciliation Workbench, they do not work for the State of ND because of workflow:
- Approve
- Unapprove
- Cancel
- Dispatch

The Reconciliation Workbench works best for closing and reviewing purchase orders. See the *Checklist on Closing Purchase Orders* for more details.