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:
4. There are many things you can do from this screen. **Under the Detail tab:**
   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:

   ![Purchase Order Lines Table](image)

   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:

   ![Purchase Order Schedules Table](image)

   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 under the ‘Other’ Tab:
   a. Much of the same information appears, in addition to
      i. The Receipt Status, and
      ii. The Budget Check Status.
   b. Clicking an icon under the ‘Go To PO Activity Summary’ column will take you to this page:

   **Activity Summary**

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>UOM</th>
<th>Order Qty</th>
<th>Amount Ordered</th>
<th>Qty Received</th>
<th>Qty Accepted</th>
<th>Open Quantity</th>
<th>Open Amount</th>
<th>Quantity Invoked</th>
<th>Amount Invoked</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Coffee Filters, Household 19 C</td>
<td>PKG</td>
<td>6.0000</td>
<td>5.0000</td>
<td>6.0000</td>
<td>5.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
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<tr>
<td>2</td>
<td>Coffee Filters, 10 Caps</td>
<td>EA</td>
<td>3.0000</td>
<td>25.910</td>
<td>2.0000</td>
<td>2.0000</td>
<td>0.0000</td>
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</tr>
<tr>
<td>3</td>
<td>Shoes</td>
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<td>16.0000</td>
<td>20.0000</td>
<td>16.0000</td>
<td>16.0000</td>
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<tr>
<td>4</td>
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<tr>
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<td>47.000</td>
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</tr>
</tbody>
</table>

   c. The Activity Summary screen shows the quantity and dollar amount ordered, quantity received and accepted, the remaining quantity, and – if the agency uses PO vouchers – how much of that line items was invoiced and paid.

   d. Clicking on the Receipt 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.