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## Using PO Reconciliation Workbench

### Concept

After you receive a purchase order, you may need to process it further. The **PO Reconciliation Workbench** enables you to perform the following functions: *Approve*, *Un-approve*, *Cancel*, *Close*, *Dispatch*. The University generally uses PO Reconciliation Workbench for Closing purchase orders.

**Closing Purchase Orders:** After all items on a purchase order have been received and vouchered, and the purchase order is no longer needed, it should be closed (reconciled). On a monthly basis, an automatic reconciliation process closes purchase orders that qualify for reconciliation. For purchase orders that do not qualify, but that should be closed, use the PO Reconciliation Workbench to perform this task manually.

**NOTE:** Purchase orders with unmatched vouchers should not be reconciled as the vouchers will not pay. Likewise, if there are outstanding match exceptions on the purchase order do not reconcile it until the match exception has been fixed and the voucher is matched and posted.

The following are the criteria the system uses to select PO's for closure based on specific UMSYS setups and business procedures:

**PO Status = Dispatched or Canceled.** PO's with a status of Initial, Pending, Completed, or Hold will not close.

**Match Status = No Match, Matched, Overridden.** PO's with a status of To Be Matched, or Partially Matched will not be selected for closing. PO's stay in Partially Matched status until all of the lines, schedules, and distributions have been completely vouchered or canceled.

Last Activity Date (selected) = less than or equal to the date when the close process is run.

**Distribution Line Status = Open or Canceled.**

Amount Only PO's = The total dollar value of the PO has been received and matched. PS will tally up all the receiving transactions to determine this status.

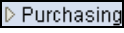
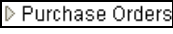
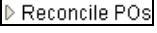

**Receiving Required = PO close process determines if receiving is required for each line to determine if the PO is eligible to close.**

**Voucher Status = Posted, Deleted, or Closed.**

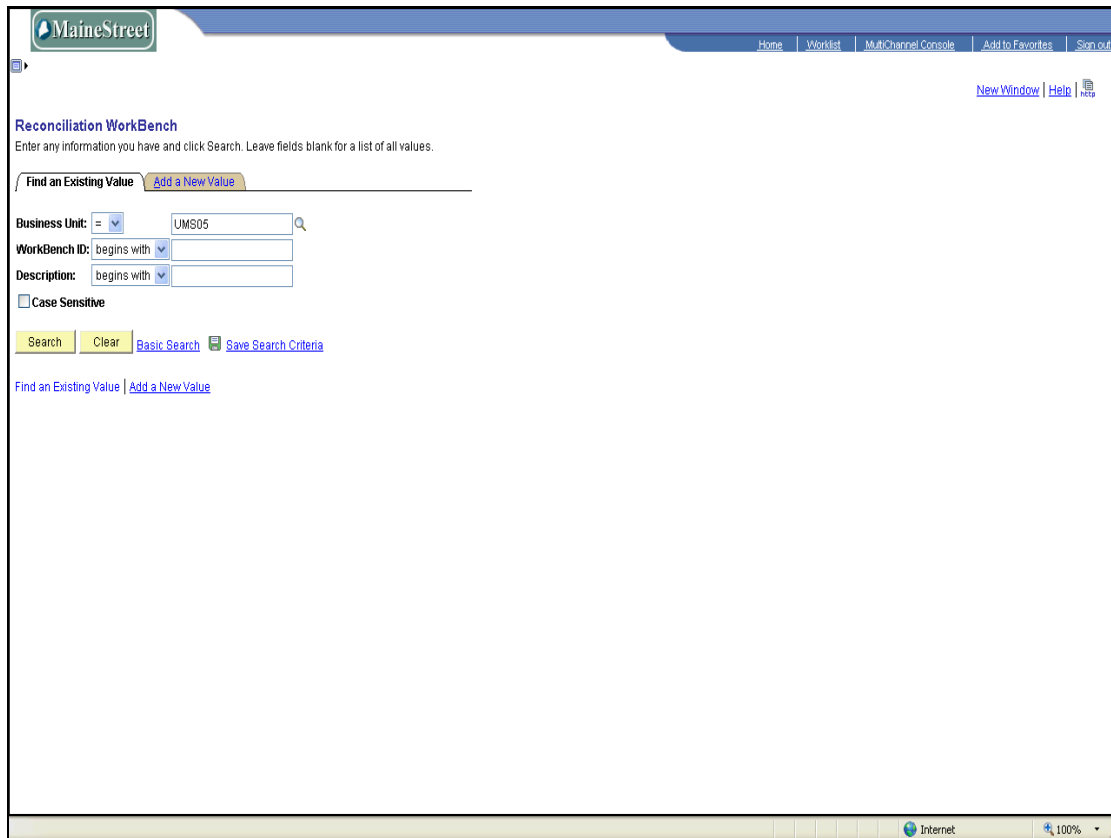
In this topic, you are going to close a purchase order using the PO Reconciliation Workbench.



## Navigation

Step	Action
1.	From the Financials menu, click the <b>Purchasing</b> link. 
2.	Click the <b>Purchase Orders</b> link. 
3.	Click the <b>Reconcile POs</b> link. 
4.	Click the <b>Reconciliation Workbench</b> link. 

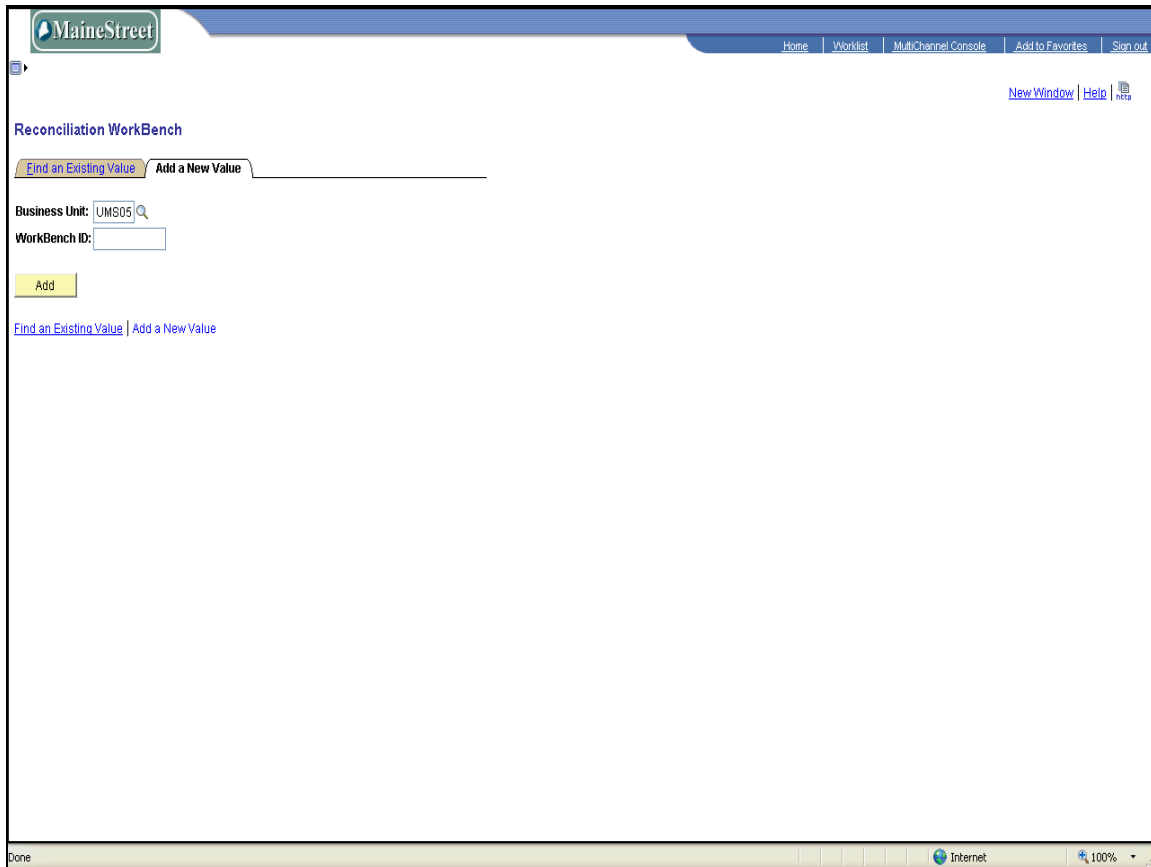
### Procedure

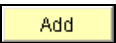


Step	Action
5.	<p>On the <b>Reconciliation WorkBench</b> page, you must either look up and select an already existing WorkBench ID or add a new one. For this example, we'll add a new WorkBench ID. Make Certain your Business Unit displays in the <b>Business Unit</b> field.</p> <p>Click the <b>Add a New Value</b> tab.</p> <p><a href="#">Add a New Value</a></p>

# Process Document

## Financials 9.0: Using PO Reconciliation Workbench



Step	Action
6.	Enter a <i>WorkBench ID</i> of your preference in the <i>WorkBench ID</i> field.
7.	Click the <b>Add</b> button. 



# Process Document

## Financials 9.0: Using PO Reconciliation Workbench

**Reconciliation WorkBench**

**Filter Options**

Business Unit: UMS05      WorkBench ID: CLOSEP0

Description:

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

Purchase Order:  To:

PO Date:  To:

Activity Date:  To:

Due Date:  To:

Request BU:  Requisition ID:

Vendor ID:

Item ID:

Buyer:

Contract SetID:

Contract ID:

Release Number:

GPO ID:

GPO Contract:

**Status**

Include Closed

Open    Approved    Dispatched    Cancelled    Pending Appr

**Receiving**

Recy Reqd  

All    Not Received    Partially Received    Fully Received

**Matching**

Step	Action
8.	Use the <b>Filter Options</b> page to enter criteria to search for purchase orders. In this example, we will enter the PO ID. When ready, click the Search button located at the bottom of the page. The system retrieves the selected information that matches the selection criteria and displays it on the Purchase Order <b>Reconciliation Workbench</b> page.

# Process Document

## Financials 9.0: Using PO Reconciliation Workbench



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### Reconciliation WorkBench

Business Unit: UMS05      WorkBench ID: CLO8EPO

Description:

Select POs for Further Processing

List of Purchase Orders      Customize | Find | View All | Download      First 1 of 1 Last

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<a href="#">5000043832</a>		Dispatched	N	12/11/2008	12/11/2008	0000010135		Standard			

Select All       Clear All

Action:

Go To: [Set filter options](#)   [Process Request Options](#)   [Process Monitor](#)   [View Processing Results](#)

Done      Internet      100%

Step	Action
9.	<p>Use the <b>Reconciliation Workbench</b> page to view information about the purchase orders and to select the purchase orders to close.</p> <p>Click the purchase order number link to access the <b>Purchase Order Inquiry</b> page for that purchase order.</p>



# Process Document Financials 9.0: Using PO Reconciliation Workbench

**Purchase Order Inquiry**

**Purchase Order**

Unit: UMS05 PO Status: Dispatched  
PO ID: 5000043832 Budget Status: Valid

**Header**

PO Date: 12/11/2008  
Vendor: BANGOR LET-001 Backorder Status: None  
Vendor ID: 0000010135 [Vendor Details](#) Receipt: Not Recvd  
 Hold From Further Processing

Buyer: **Amount Summary**

PO Reference: Merchandise: 171.69  
[Header Details](#) [All RTV](#) [Matching](#) Freight/Tax/Misc.: 0.00  
[Header Comments...](#) [Document Status](#) **Total:** 171.69 USD  
[Change Order](#)

Select Lines To Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		UMAINE ATHLETICS HOLIDAY CARDS	MISC	171.6900	EA	171.69 USD	Active

[Return to Search](#) [Notify](#) [Related Links](#)

Step	Action
10.	On the <b>Purchase Order Inquiry</b> page, click the <a href="#">Document Status</a> link for the selected purchase order to see, in a new window, what other documents (requisition, receipts, vouchers, etc.) are associated with this PO.

# Process Document

## Financials 9.0: Using PO Reconciliation Workbench



**Document Status**

Business Unit: UMS05    PO ID: [5000043832](#)    Status: Dispatched


Document Date: 12/11/2008    Document Type: Purchase Order    Budget Status: Valid

Currency: USD    Amount: 171.69

Buyer:

Business Unit	Document Type	DOC ID	Status	Document Date	Location
UMS05	REQ	<a href="#">5000042288</a>	Approved	12/11/2008	

Step	Action
11.	When finished reviewing the documents, close this browser window.

Step	Action
12.	<p>Back on the <b>Reconciliation WorkBench</b> page, click the <b>Lines</b> button to view the lines associated with the selected purchase order. This allows you to select and close some but not all the lines on a purchase order. Use the select boxes to select specific lines.</p> <p>Click the <b>Lines</b> button.</p> 

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## Financials 9.0: Using PO Reconciliation Workbench



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### Reconciliation WorkBench

#### Purchase Order Lines

Business Unit: UMS05      WorkBench ID: CLOSEP0

Description:

PO Number: 5000043832

Select POs for Further Processing

List of Purchase Order Lines      Customize | Find | View All | First 1 of 1 Last

Line	Status	Item ID	Description	Category ID	Recv Read	RFQ ID	RFQ Line
<input type="checkbox"/> 1	Active		UMMAINE ATHLETICS HOLIDAY CARDS	00001	Y		

[Select All](#)     [Clear All](#)

[Return to Reconciliation WorkBench](#)

Done      Internet      100%

Step	Action
13.	<p>On the <b>Purchase Order Lines</b> page, click on the line number links to view line details.</p> <p>When finished reviewing the Purchase Order lines, click the <a href="#">Return to Reconciliation WorkBench</a> link to return to that page.</p>



# Process Document

## Financials 9.0: Using PO Reconciliation Workbench

Reconciliation WorkBench

Business Unit: UMS05 WorkBench ID: CLOSEP0

Description:

Select POs for Further Processing


List of Purchase Orders

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
5000043832		Dispatched N		12/11/2008	12/11/2008	0000010135		Standard			

Approve Unapprove Cancel Close Dispatch Preview

Save

Notify Refresh

Step	Action
14.	Back on the <b>Reconciliation WorkBench</b> page, click the <i>Other</i> tab. 

# Process Document

## Financials 9.0: Using PO Reconciliation Workbench



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### Reconciliation WorkBench

Business Unit: UMB05      WorkBench ID: CLOSEPO

\*Description:

Select POs for Further Processing

List of Purchase Orders      Customize | Find | View All | Download      First | 1 of 4 | Last

Purchase Order	Doc Status	PO Status	Hold	Procurement Card	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
<input checked="" type="checkbox"/> 5000043832		Dispatched	N		Not Recvd	None	Valid	Valid	Valid		

Select All       Clear All

Action:

Go To: [Set filter options](#)    [Process Request Options](#)    [Process Monitor](#)    [View Processing Results](#)

Done      Internet      100%

Step	Action
15.	To the far-right of the page, click the <i>Go To PO Activity Summary</i> button  for the selected purchase order to access the <i>Activity Summary inquiry</i> page in a new window.



# Process Document

## Financials 9.0: Using PO Reconciliation Workbench

Activity Summary - Windows Internet Explorer

https://psfn.maine.edu:7602/psp/FWTS190\_5/EMPLOYEE/ERP/c/MANAGE\_PURCHASE\_ORDERS.ACTIVITY\_SUMMARY.GBL?Page=ACTIVITY\_SUMMARY&A

File Edit View Favorites Tools Help

Google Search

Activity Summary

MaineStreet

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

### Activity Summary

Unit: UMS05 PO Status: Dispatched  
PO ID: 5000043832 Vendor: BANGOR LETTER SHOP

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		UMAINE ATHLETICS HOLIDAY CARDS	EA	171.6900	171.690	USD	<input type="checkbox"/>

PO Summary

PO Total:	171.690
Total Vouchered:	
Not Matched:	
PO Balance:	\$171.690

Return to Search Notify


Internet 100%

Step	Action
16.	When finished reviewing the page, close this browser window.

# Process Document

## Financials 9.0: Using PO Reconciliation Workbench



Step	Action
17.	<p>Back on the <b>Reconciliation WorkBench</b> page, click the <b>Edit the PO</b> button  to access the <b>Maintain Purchase Orders</b> component in a new window so you can edit the purchase order, if necessary.</p> <p><b>NOTE:</b> If you make changes to the PO it may no longer be Budget Checked and Dispatched. This may make it unavailable for Reconciling. Remember, the Reconciliation WorkBench may be used for purposes other than closing and that is why these links are provided.</p>



# Process Document Financials 9.0: Using PO Reconciliation Workbench

**Maintain Purchase Order**  
**Purchase Order**

Unit: UMS05 Department charging is Athl Admin Fundraising PO Status: Dispatched  
PO ID: 5000043832 Budget Status: Valid  
Copy From: [Dropdown] Hold From Further Processing [Checkbox]

**Header**

'PO Date: 12/11/2008 Vendor Search  
Vendor: BANGOR LET-001 Vendor Details  
'Vendor ID: 0000010135 BANGOR LETTER SHOP  
'Buyer: 0033647  
PO Reference: [Text Box]

Backorder Status: None Create BackOrder  
Receipt Status: Not Recvd  
'Dispatch Method: Print Dispatch  
Amount Summary  
Merchandise: 171.69  
Freight/Tax/Misc.: 0.00 Calculate  
Total Amount: 171.69 USD

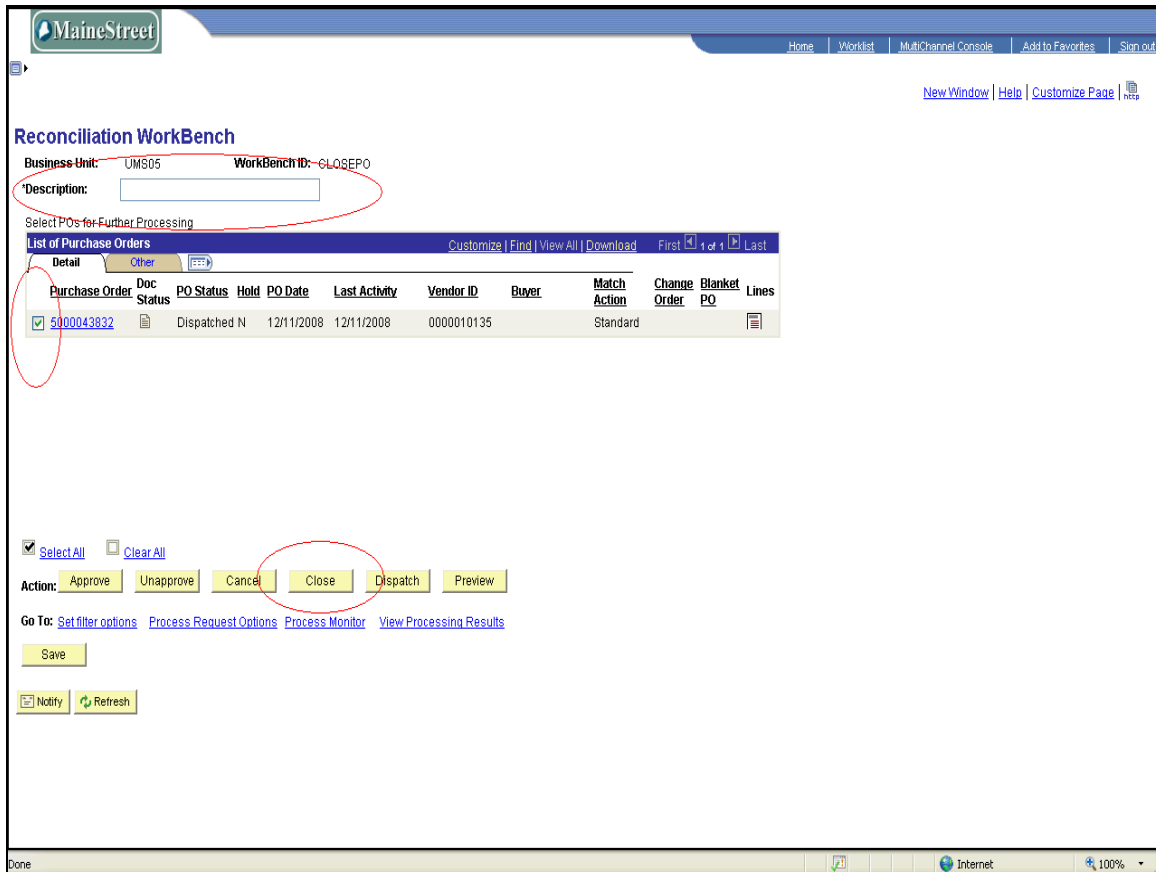
**Lines**

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1		UMAINE ATHLETICS HOLIDAY CARDS	171.6900	EA	MISC	1.00000	171.69	Active

Step	Action
18.	Close the browser window.


# Process Document

## Financials 9.0: Using PO Reconciliation Workbench



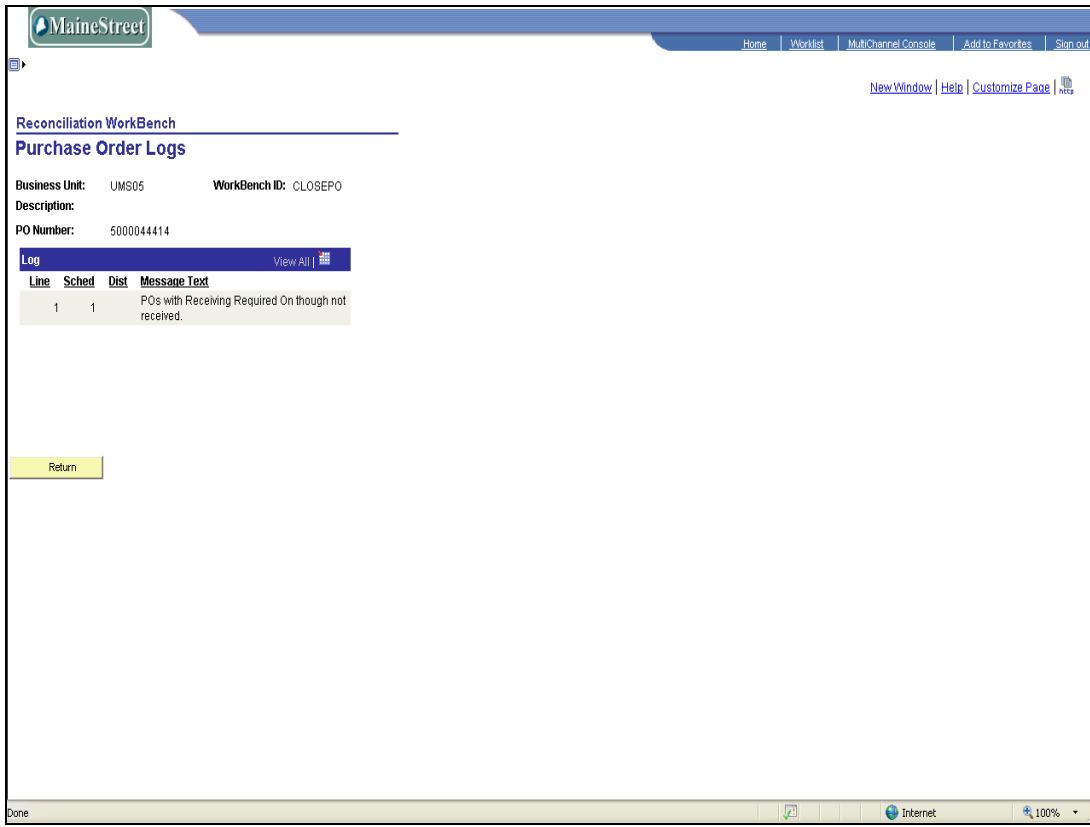
Step	Action
19.	<p>On the <b>Reconciliation WorkBench</b> page, select the check box in front of the PO(s) on which you want to take action. You may want to select all of the documents on the page with the <i>Select All</i> checkbox.</p> <p>Next, add a description for your workbench in the <i>Description</i> field.</p> <p>The final step is to select the <i>Action</i>. In this example, we're closing the PO so we'll select the <i>Close</i> button.</p>




Step	Action
20.	<p>On the <b>Processing Results</b> page, the date in the <i>Accounting Date for Action</i> field is used to determine the open period or allowable open date range for budget checking a purchase order when you are using commitment control. In addition, whether you are using commitment control or not, the system updates the accounting dates with this date for the purchase orders being closed or canceled using the purchase order Reconciliation Workbench.</p> <p>After you select an action button (in this example, the <i>Close</i> button), the system reviews the documents for the action taken on the <b>Reconciliation Workbench</b> page and determines whether the purchase orders are qualified for that action. Purchase Orders that do not qualify for Closing are listed on the left-hand side of the page.</p> <p>Click on the <i>Log</i> button  to see why the PO doesn't qualify for closing. These reasons may need to be rectified before forcing the PO to the qualified side of the page.</p>

# Process Document

## Financials 9.0: Using PO Reconciliation Workbench



Step	Action
21.	Click the <b>Return</b> button. 



# Process Document

## Financials 9.0: Using PO Reconciliation Workbench

**Reconciliation WorkBench**  
**Processing Results**

Business Unit: UMS05      WorkBench ID: CLOSEPO  
Description: Close PO

Select POs for Further Processing

Accounting Date for Action: 03/02/2009  
 Update Budget Date Equal to Accounting Date

Not Qualified		Qualified					
PO ID	Log	PO ID	Line	Sched	Distrib	Line	Acctg Date
<input type="checkbox"/> 5000043832							

Select Main Content: All

Proceed:   [Return to Reconciliation WorkBench](#)

Step	Action
22.	To force an unqualified PO to the qualified side of the page, select the checkbox adjacent to it.

# Process Document

## Financials 9.0: Using PO Reconciliation Workbench



Home | Worklist | Multi-Channel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

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**Reconciliation WorkBench**  
**Processing Results**

Business Unit: UMS05      WorkBench ID: CLOSEP0  
 Description:

Select POs for Further Processing

Accounting Date for Action:    
 Update Budget Date Equal to Accounting Date

Not Qualified		Qualified	
PO ID	Log	PO ID	Line
<input checked="" type="checkbox"/> 5000043832			

Select All     Clear All

Proceed:   [Return to Reconciliation WorkBench](#)

Internet    100%

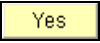
Step	Action
23.	Then, click the <i>Override</i> button. 



# Process Document

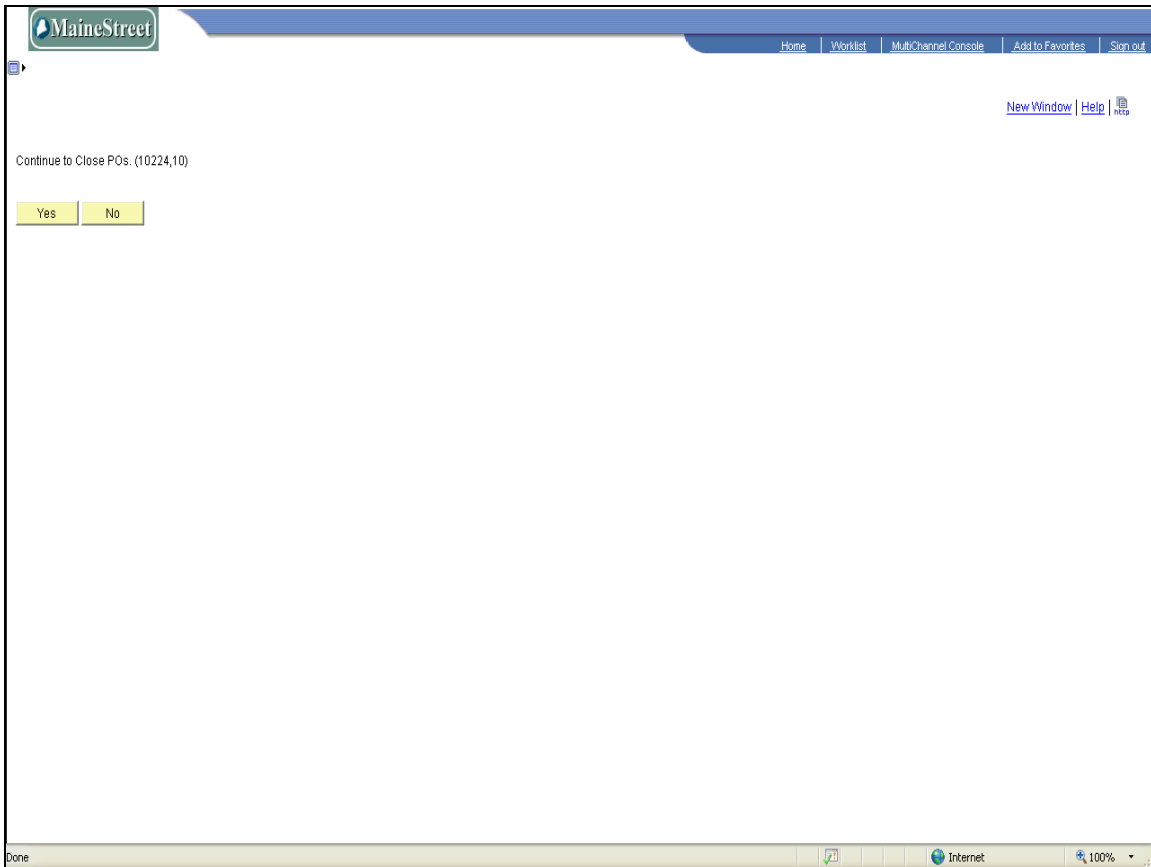
## Financials 9.0: Using PO Reconciliation Workbench

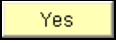
The screenshot shows the 'Reconciliation WorkBench' interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this, the 'Reconciliation WorkBench' title is followed by 'Processing Results'. The 'Business Unit' is 'UMS05' and the 'WorkBench ID' is 'CLOSEPO'. The 'Description' is 'Close PO'. There is a section for 'Select POs for Further Processing' with an 'Accounting Date for Action' set to '03/02/2009' and a checkbox for 'Update Budget Date Equal to Accounting Date'. Two tables are displayed: 'Not Qualified' and 'Qualified'. The 'Qualified' table has one row with PO ID '5000043832' and Acctg Date '02/09/2009'. Below the tables are 'Select All' and 'Clear All' checkboxes, and a 'Proceed:' section with 'Yes', 'Delete', and 'Return to Reconciliation WorkBench' buttons. There are also 'Notify' and 'Refresh' buttons.

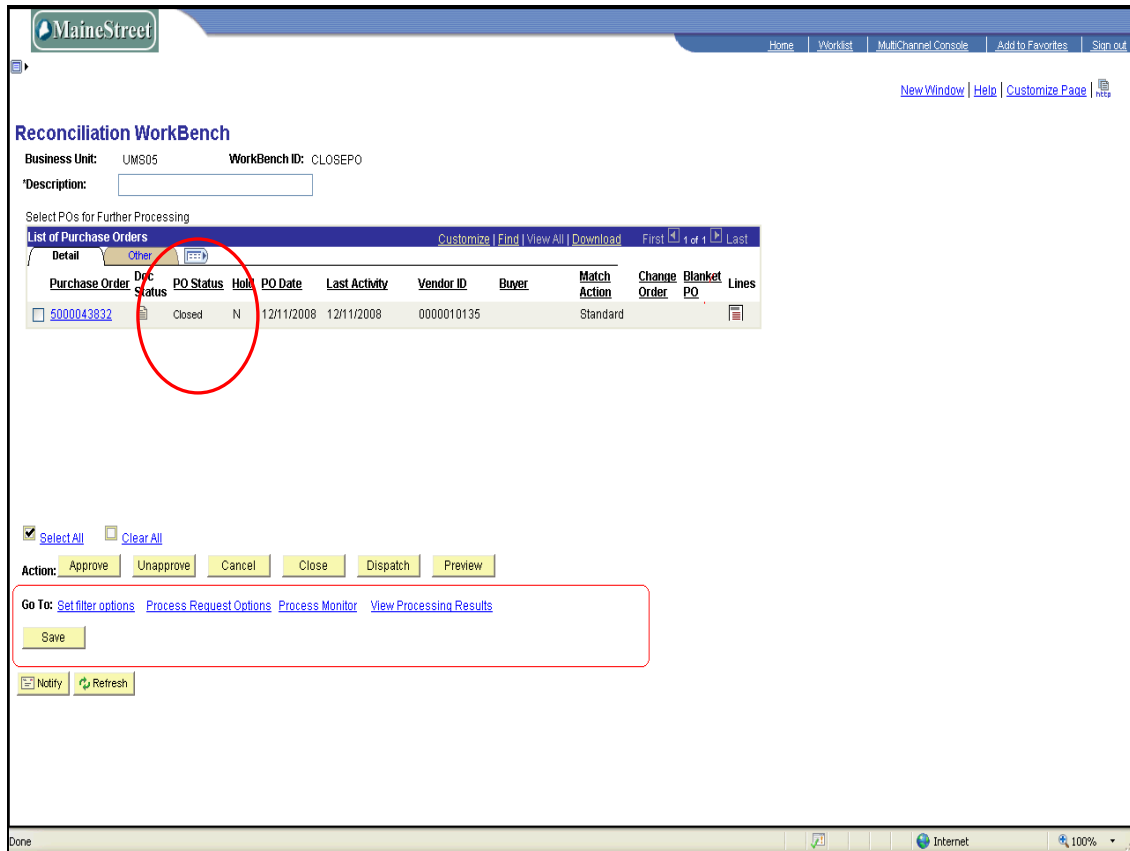
Step	Action
24.	<p>Click the <b>Yes</b> button to proceed with processing the qualified purchase orders. The system prompts you to confirm this selection.</p> <p>Click the <b>Yes</b> button.</p> 

# Process Document

## Financials 9.0: Using PO Reconciliation Workbench



Step	Action
25.	Click the <b>Yes</b> button. 



**Reconciliation WorkBench**

Business Unit: UMS05      WorkBench ID: CLOSEPO

'Description:

Select POs for Further Processing

**List of Purchase Orders**      Customize | Find | View All | Download      First 1 of 1 Last

Purchase Order	Doc Status	PO Status	How	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/> 5000043832		Closed	N	12/11/2008	12/11/2008	0000010135		Standard			

Select All     Clear All

Action:

Go To: [Set filter options](#)   [Process Request Options](#)   [Process Monitor](#)   [View Processing Results](#)

Step	Action
26.	<p>Back on the <b>Reconciliation WorkBench</b> Page you will see the PO Status has changed for the PO's that you closed.</p> <p>Click the <b>Save</b> button to save the search criteria that generated the list of purchase orders on the <b>Reconciliation Workbench</b> page or just close leave this page and the next time you come here you'll be prompted for new criteria.</p> <p><b>End of Procedure.</b></p>