

Two Accounting Periods Open - Workbench Helpful Hint

Be cautious of the accounting date since there are two accounting periods open. Since the Buyer Workbench is a new process for everyone, the accounting date field is located on the "Processing Results" page just above the "Qualified" box.

It defaults to current date, so if it is not changed to 6/28/13, the cancellation will not be reflected until Period 1 of FY14."

If you cancel the remaining encumbrance by "Final Reference" through the AP module, the accounting date of your voucher will drive what period the cancellation is reflected.

Navigation: Accounts Payable > Vouchers > Add/Update > Regular entry

The screenshot displays the FSCMTST Buyer Workbench interface. The top navigation bar includes 'Home', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The main content area is divided into several sections:

- Invoice Information:** Shows Business Unit (40700), Voucher ID (00007447), Invoice No (CJ TEST.3), Invoice Date (06/27/2013), and Accounting Date (06/27/2013). A 'Run' button is visible.
- Vendor Information:** Vendor ID (000000000), Short Name (INACTIVE VENDOR), Location (ATLANTA, GA), and Address (1).
- Invoice Lines:** Line 1 with Amount 400.00, Currency USD, and Total 400.00.
- Copy From Source Document:** Fields for PO Unit, PO Number, and Copy From (set to None).
- Invoice Line Details:** Line 1, Item Description 'no vchr - increase ln to 400', Unit Price 300.00000, and Quantity 1.0000. A 'One Asset' checkbox is checked and highlighted with a blue arrow.
- Distribution Lines:** A table with columns: Line, PO, Percent, Merchandise Amt, Quantity, GL Unit, Account, Fund, Dept, Fund Src, Program, Class, P.P. Bus Unit, Project, Bud Ref, Budget Date, Finalize, and P.O. Finalized. The first row shows Line 1, PO 100.0000, Merchandise Amt 300.00, and P.O. Finalized 'Y'.

At the bottom, there are navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'. A 'Finalize' button is also present.

Finalize voucher – click on pink icon to finalize the entire voucher or voucher line or select 'finalize' check box on the distribution line. Both will do the same thing.