

Buyer's WorkBench Steps

This process replaces the custom GA Reconciliation WorkBench

Navigation:

- Purchasing WorkCenter – Buyer's WorkBench link
- NavBar – Navigator > Purchasing > Purchase Orders > Buyer's WorkBench

Buyer's WorkBench

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)


▼ **Search Criteria**

Business Unit = ▼ 🔍

WorkBench ID begins with ▼

Description begins with ▼

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Find an Existing Value if a WorkBench ID already exists or Add a New Value if a WorkBench ID does not exist.

Buyer's WorkBench Steps

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Buyer's WorkBench

Filter Options

Business Unit 40700 WorkBench ID WB_TEST

Description

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

Search Criteria

Purchase Order	0000000675	To	0000000675
PO Date		To	
Activity Date		To	
Due Date		To	
Request BU		Requisition ID	
Supplier ID			
Item ID		Contract Version	
Buyer			
Contract SetID			
Contract ID			
Release Number			
GPO ID			
GPO Contract			

Status

<input type="checkbox"/> Open	<input type="checkbox"/> Pending Approval	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input type="checkbox"/> Dispatched	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Include Closed	

Receiving

Recv Req: Optional

<input type="radio"/> All	<input type="radio"/> Not Received	<input type="radio"/> Partially Received	<input type="radio"/> Fully Received
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Matching

<input type="checkbox"/> Required	<input type="checkbox"/> Not Required	<input type="radio"/> Partial Match	<input type="radio"/> Fully Matched
<input type="radio"/> All	<input type="radio"/> None		

Encumbrance

Open Encumbrances

ChartFields Personalize | Find | View All | [Print] [PDF] First 1 of 1 Last

Chartfields

GL Unit	Account	Fund	Dept	Fund Src	Class	Bud Ref	Product	PC Bus Unit	Project	Activ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search Return to Buyer's WorkBench

Notify Refresh

Using the Filter Options page, search for PO(s) to be closed/cancelled

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Buyer's WorkBench

Business Unit 40700 WorkBench ID WB_TEST
*Description WB_TEST

Select POs for Further Processing

List of Purchase Orders

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0000000675		N	Dispatched	08/28/2017	07/10/2018	0000000126	Meinya Leslie 404/463-4612	No Match	1		

Select All Clear All

Action:

Go To:

Select the PO(s) if the search results returned many POs. Select the action.

Buyer's WorkBench

Processing Results

Business Unit 40700 WorkBench ID WB_TEST
*Description WB_TEST

Select POs for Further Processing

Accounting Date for Action 04/16/2019

Not Qualified		
PO ID	Log	
<input type="checkbox"/> 0000000675		

Qualified				
PO ID	Line	Sched	Distrib Line	
0000000675	1			<input type="button" value="-"/>
0000000675	3			<input type="button" value="-"/>

Select All Clear All

Proceed: [Return to Buyer's WorkBench](#)

The Processing Results page will display the line(s) that are 'Not Qualified' and 'Qualified' for the action being taken. Click on the Log icon to view the Log File.

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Buyer's WorkBench
Processing Results

Business Unit 40700 WorkBench ID WB_TEST
*Description WB_TEST

Select POs for Further Processing

Accounting Date for Action 04/16/2019

Not Qualified Personalize | View All | First 1 of 1 Last

PO ID	Log
0000000675	

Select All Clear All

Proceed: Yes No Return to Buyer's WorkBench

Buyer's WorkBench
Purchase Order Logs

Business Unit 40700 WorkBench ID WB_TEST
Description
PO Number 0000000675

Log Personalize | View All |

Line	Sched	Dist	Message Text
2	1	1	PO lines have not been fully vouchered or finalized

For this example, the Log file indicates that lines 2 does not have vouchers against the line. Therefore, the line can be closed.

Buyer's WorkBench
Processing Results

Business Unit 40700 WorkBench ID WB_TEST
*Description WB_TEST

Select POs for Further Processing

Accounting Date for Action 04/16/2019

Not Qualified Personalize | View All | First 1 of 1 Last

PO ID	Log
0000000675	

Select All Clear All

Proceed: Yes No Return to Buyer's WorkBench

Qualified Personalize | View All | First 1-2 of 2 Last

PO ID	Line	Sched	Distrib Line
0000000675	1		
0000000675	3		

Use the directional arrow to move the PO to 'Qualified'.

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Buyer's WorkBench

Processing Results

Business Unit 40700 WorkBench ID WB_TEST

*Description

Select POs for Further Processing

Accounting Date for Action

Not Qualified		Qualified			
PO ID	Log	PO ID	Line	Sched	Distrib Line
<input type="checkbox"/>		000000675			

Select All Clear All

Proceed: [Return to Buyer's WorkBench](#)

PO ID is moved over to the 'Qualified' box.

Buyer's WorkBench

Processing Results

Business Unit 40700 WorkBench ID WB_TEST

*Description

Select POs for Further Processing

Accounting Date for Action

Not Qualified		Qualified			
PO ID	Log	PO ID	Line	Sched	Distrib Line
<input type="checkbox"/>		000000675			

Select All Clear All

Proceed: [Return to Buyer's WorkBench](#)

The Accounting Date for Action **WILL DEFAULT** to the current date.

If the action is being done when two fiscal years are open, determine the fiscal year that the close/cancel needs to occur in and adjust the accounting date accordingly.

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Buyer's WorkBench
Processing Results

Business Unit 40700 WorkBench ID WB_TEST
*Description

Select POs for Further Processing

Accounting Date for Action

Not Qualified		Qualified	
Personalize	View All	Personalize	View All
First	1 of 1	First	1 of 1
1	Last	1	Last
<input type="checkbox"/>	PO ID	PO ID	Line
	Log	Sched	Distrib Line
		000000675	

Select All Clear All

Proceed: [Return to Buyer's WorkBench](#)

Click on 'Proceed'

Buyer's WorkBench
Processing Results

Business Unit 40700 WorkBench ID WB_TEST
*Description

Select POs for Further Processing

Accounting Date for Action

Not Qualified		Qualified	
Personalize	View All	Personalize	View All
First	1 of 1	First	1 of 1
1	Last	1	Last
<input type="checkbox"/>	PO ID	PO ID	Line
	Log	Sched	Distrib Line
		000000675	

Select All Clear All

Proceed: [Return to Buyer's WorkBench](#)

Message

Continue to Close POs. (10224,10)

Click on 'Yes'

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Buyer's WorkBench

Business Unit 40700 WorkBench ID WB_TEST
*Description WB_TEST

Select POs for Further Processing

List of Purchase Orders Personalize | Find | View All | | Download %1 Table to Excel First 1 of 1 Last

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0000000675		N	Complete	06/28/2017	04/16/2019	0000000126	Meinya Leslie 404/463-4612	No Match	1		

Select All Clear All

Action:

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

When the close/cancel process is done, the PO Status will update to 'Complete'. Final budget check will run in batch to complete the close/cancel process and update the budget ledgers.