

## Two Periods Open Buyer's Workbench Update June/July 2013

Due to two account periods being open (from July 1 through July 19, 2013 at 7:00p.m.) please remember to adjust the Accounting Date Accordingly when canceled or closed Purchase Orders using Buyer's Workbench.

The screenshot displays the Buyer's Workbench interface in a web browser. The browser address bar shows the URL: `fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/C/MANAGE_PURCHASE_ORDERS.PO_RC_WB.GBL?PORTALPARAM_PTCNAV=EP_PO_RC_WB8EOPF.SCNode=ERP8E0I`. The page title is "FSCMDEV".

The main content area is titled "Buyer's WorkBench" and "Processing Results". It shows the following details:

- Business Unit: 40700
- WorkBench ID: GBCLOSE
- Description: 0BTEST

Below these details, there is a section for "Not Qualified" and "Qualified" purchase orders. The "Not Qualified" table has one entry:

PO ID	Log
000000148	

The "Qualified" table is currently empty. Below the tables, there are buttons for "Select All" and "Clear All".

At the bottom, there is a "Proceed:" section with "Yes" and "No" buttons, and a "Return to Buyer's WorkBench" link. There are also "Notify" and "Refresh" buttons.

The "Accounting Date for Action:" field is set to "06/06/2013" and is circled in red.

**QUESTIONS:** SAO Customer Service Center (CSC) - Financials

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