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PO.020.280 - Using PO Reconciliation Workbench

Trigger:

Concept

This topic provides an overview and demonstration of the PO Reconciliation Workbench (Workbench). The Workbench provides a very useful and convenient way to review and process a Purchase Order(s) once it has been created. The Workbench allows you to take the following actions with Purchase Orders: analyze, dispatch, unapprove, cancel, close, and print. When any of these actions are taken, the Workbench reviews the documents to determine whether they are qualified for the action. You can also review statuses and the results of actions taken through the Workbench.

Note: Taking the 'Approve' action will only put POs with a status of 'Open' into a 'Pend Appr' status due to workflow being enabled.

Note: If you are using the PO Reconciliation Workbench to close POs, it is important to remember that, after closing POs, the batch budget check process must be run in order to actually liquidate any remaining encumbrance balance on the closed POs.

Topic Objectives:

Upon completion of this topic, you will be able to:

- Describe the purpose and function of the PO Reconciliation Workbench
- Navigate to the PO Reconciliation Workbench

Key term:

Below is key term used in this topic:

Business Process Document

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- *PO Reconciliation Workbench* – a PeopleSoft functionality that allows you to perform processing actions on a Purchase Order once it has been created. These actions include analyzing, dispatching, canceling, closing, and printing a Purchase Order.

Assumptions

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Dependencies/Constraints

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Additional Information

Procedure

This topic provides a step-by-step demonstration of the PO Workbench navigation and an explanation of the Workbench functionality.

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Reconciliation Workbench

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