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| Security Role | **BOR\_PO\_REQ\_MAINT & BOR\_EP\_INQUIRY** |
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## PO.060.130 - Inquiring Requisition Workbench

#### Trigger:

#### Concept

This topic demonstrates how to review requisition information via the Requisition Workbench. The Requisition Workbench is a useful tool in PeopleSoft that allows you to take a variety of actions on requisitions, such as budget check and approve. When you use the Requisition Workbench, PeopleSoft creates a Workbench ID for the actions taken. When using the Workbench to review requisitions, you access the information via the Workbench ID.

**Topic Objective:**

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

- Review requisition information by accessing the Requisition Workbench.

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| Assumptions |
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| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

In this topic, you will access a specific Workbench ID which contains several purchase orders. This Workbench ID contains several purchase orders. You will then access the lines of a specific purchase order to see that the purchase order is a trade-in asset purchase order that has not yet been received.

| Step | Action |
| --- | --- |
|  | Click the **Purchasing** link. |
|  | Click the **Requisitions** link. |
|  | Click the **Reconcile POs** link. |
|  | Click the **Reconciliation Workbench** link. |
|  | Click the **Add a New Value**tab. |
|  | Enter "**INQUIRE**" in the **WorkBench ID** field. |
|  | Click the **Add** button. |
|  | Enter "**AHARDER**" in the **Buyer** field. |
|  | After selecting the Buyer, you would then click the **Search** button that displays at the bottom of this page. |
|  | Click the **Collapse (Ctrl+Y) Menu** button. |
|  | Click the **Lines** button. |
|  | Click the **Return to Reconciliation WorkBench**link. |
|  | Congratulations. You have just completed the **Reviewing Requisition Workbench** topic. Requisition information can be viewed by the Requisition Workbench using the Workbench ID.  **End of Procedure.** |