

## CLOSE PO THROUGH RECONCILIATION WORKBENCH:

**Navigation:** Purchasing>Purchase Orders>Reconcile POs>Reconciliation Workbench

### Reconciliation 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**

**Business Unit:** [=] 09000 

**WorkBench ID:** [begins with] workbench

**Description:** [begins with]

Case Sensitive

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

Input your BU, Workbench ID and select the **Search** Button.

### Reconciliation WorkBench

#### Filter Options

**Business Unit:** 09000      **WorkBench ID:** WORKBENCH  
**Description:** workbench

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

**Search Criteria**

**Purchase Order:** 0909000001  **To:** 0909000100 

**PO Date:**  **To:** 

**Activity Date:**  **To:** 

**Due Date:**  **To:** 

**Request BU:**  **Requisition ID:** 

**Vendor ID:** 

**Item ID:** 

**Buyer:** 

**Contract SetID:** 

**Contract ID:** 

Release Number:

GPO ID:

GPO Contract:

**Status**

Open     Approved     Dispatched     Cancelled

**Receiving**

Required     Not Required  
 Not Received     Partially Received     Fully Received

**Matching**

Required     Not Required  
 None     Partial Match     Fully Matched

**Encumbrance**

Open Encumbrances

**Chartfields**

GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project
<input type="text"/> <input type="button" value="Q"/>									

[Return to Reconciliation WorkBench](#)

Page has been split

Input your beginning PO number and ending PO number and select the **Search** button. It is very important that these numbers are correct or you could close PO you did not intend on. If you are only processing 1 PO the beginning number and ending number will be the same.

**Reconciliation WorkBench**

Business Unit: 09000      WorkBench ID: WORKBENCH

Description:

Select POs for Further Processing

List of Purchase Orders									
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order
<input checked="" type="checkbox"/> <a href="#">0909000001</a>	<input type="button" value="Doc"/>	Dispatched	N	11/18/2003	06/29/2004	0000001100	Jim Bratkovich	No Match	18
<input checked="" type="checkbox"/> <a href="#">0909000002</a>	<input type="button" value="Doc"/>	Dispatched	N	11/19/2003	11/20/2003	0000072246	Jim Bratkovich	Standard	
<input checked="" type="checkbox"/> <a href="#">0909000003</a>	<input type="button" value="Doc"/>	Dispatched	N	11/20/2003	11/20/2003	0000075225	Jim Bratkovich	No Match	1
<input checked="" type="checkbox"/> <a href="#">0909000005</a>	<input type="button" value="Doc"/>	Dispatched	N	11/26/2003	12/01/2003	0000064215	Jim Bratkovich	No Match	
<input checked="" type="checkbox"/> <a href="#">0909000006</a>	<input type="button" value="Doc"/>	Dispatched	N	12/01/2003	12/02/2003	0000061412	Jim Bratkovich	No Match	
<input checked="" type="checkbox"/> <a href="#">0909000007</a>	<input type="button" value="Doc"/>	Dispatched	N	12/02/2003	12/02/2003	0000061412	Jim Bratkovich	No Match	
<input checked="" type="checkbox"/> <a href="#">0909000008</a>	<input type="button" value="Doc"/>	Dispatched	N	12/04/2003	12/04/2003	0000189478	Jim Bratkovich	No Match	
<input checked="" type="checkbox"/> <a href="#">0909000009</a>	<input type="button" value="Doc"/>	Dispatched	N	12/06/2003	12/12/2003	0000000580	Jim Bratkovich	No Match	
<input checked="" type="checkbox"/> <a href="#">0909000010</a>	<input type="button" value="Doc"/>	Dispatched	N	12/06/2003	12/08/2003	0000000580	Jim Bratkovich	No Match	
<input checked="" type="checkbox"/> <a href="#">0909000011</a>	<input type="button" value="Doc"/>	Dispatched	N	12/09/2003	12/10/2003	0000072236	Jim Bratkovich	Standard	
<input checked="" type="checkbox"/> <a href="#">0909000012</a>	<input type="button" value="Doc"/>	Dispatched	N	12/09/2003	12/10/2003	0000072236	Jim Bratkovich	Standard	
<input checked="" type="checkbox"/> <a href="#">0909000013</a>	<input type="button" value="Doc"/>	Dispatched	N	12/09/2003	01/21/2004	0000072236	Jim Bratkovich	Standard	2
<input checked="" type="checkbox"/> <a href="#">0909000014</a>	<input type="button" value="Doc"/>	Dispatched	N	12/09/2003	12/23/2003	0000071460	Jim Bratkovich	Standard	

## Reconciliation WorkBench

Business Unit: 09000      WorkBench ID: WORKBENCH

Description:

Select POs for Further Processing

List of Purchase Orders Customize | Find | View 10 | Download    First  1-93 of

<input type="checkbox"/>	<u>Purchase Order</u>	<u>Doc Status</u>	<u>PO Status</u>	<u>Hold</u>	<u>Receipt Status</u>	<u>Backorder Status</u>	<u>Budget Status</u>	<u>NP Budget Status</u>	<u>Document Tolerance Status</u>	<u>Go To PO Activity Summary</u>
<input checked="" type="checkbox"/>	<a href="#">0909000001</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid	
<input checked="" type="checkbox"/>	<a href="#">0909000002</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid	
<input checked="" type="checkbox"/>	<a href="#">0909000003</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid	
<input checked="" type="checkbox"/>	<a href="#">0909000005</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid	
<input checked="" type="checkbox"/>	<a href="#">0909000006</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid	
<input checked="" type="checkbox"/>	<a href="#">0909000007</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid	
<input checked="" type="checkbox"/>	<a href="#">0909000008</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid	
<input checked="" type="checkbox"/>	<a href="#">0909000009</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid	
<input checked="" type="checkbox"/>	<a href="#">0909000010</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid	
<input checked="" type="checkbox"/>	<a href="#">0909000011</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid	
<input checked="" type="checkbox"/>	<a href="#">0909000012</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid	
<input checked="" type="checkbox"/>	<a href="#">0909000013</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid	
<input checked="" type="checkbox"/>	<a href="#">0909000014</a>		Dispatched	N	Received	None	Valid	Valid	Valid	

From here you have a chance to include or exclude certain PO. To exclude you need to de-select the checkmark. In this case I have deselected the following.

<input type="checkbox"/>	<a href="#">0909000001</a>
<input checked="" type="checkbox"/>	<a href="#">0909000002</a>
<input type="checkbox"/>	<a href="#">0909000003</a>
<input type="checkbox"/>	<a href="#">0909000005</a>
<input type="checkbox"/>	<a href="#">0909000006</a>
<input type="checkbox"/>	<a href="#">0909000007</a>
<input type="checkbox"/>	<a href="#">0909000008</a>
<input type="checkbox"/>	<a href="#">0909000009</a>
<input type="checkbox"/>	<a href="#">0909000010</a>
<input type="checkbox"/>	<a href="#">0909000011</a>
<input checked="" type="checkbox"/>	<a href="#">0909000012</a>
<input checked="" type="checkbox"/>	<a href="#">0909000013</a>
<input checked="" type="checkbox"/>	<a href="#">0909000014</a>

Select the  button.

## Reconciliation WorkBench

### Processing Results

**Business Unit:** 09000

**WorkBench ID:** WORKBENCH

**\*Description:**

Select POs for Further Processing

**Accounting Date for Action:**  

Not Qualified		View 11	
PO ID	Log		
<input type="checkbox"/> 0909000014			
<input type="checkbox"/> 0909000015			
<input type="checkbox"/> 0909000021			
<input type="checkbox"/> 0909000023			
<input type="checkbox"/> 0909000027			
<input type="checkbox"/> 0909000028			
<input type="checkbox"/> 0909000033			
<input type="checkbox"/> 0909000034			
<input type="checkbox"/> 0909000035			
<input type="checkbox"/> 0909000036			
<input type="checkbox"/> 0909000041			
<input type="checkbox"/> 0909000042			
<input type="checkbox"/> 0909000045			



Qualified				Find	View 9	Download	1-52 of 52
PO ID	Line	Sched	Distrib	Line			
0909000002							
0909000012							
0909000013							
0909000016							
0909000017							
0909000018							
0909000019							
0909000020							
0909000022							
0909000024							
0909000025							
0909000026							
0909000029							
0909000031							

<input type="checkbox"/> 0909000048		0909000032	
<input type="checkbox"/> 0909000049		0909000037	
<input type="checkbox"/> 0909000050		0909000038	
<input type="checkbox"/> 0909000054		0909000039	
<input type="checkbox"/> 0909000060		0909000040	
<input type="checkbox"/> 0909000061		0909000043	
<input type="checkbox"/> 0909000065		0909000046	
<input type="checkbox"/> 0909000068		0909000047	
<input type="checkbox"/> 0909000070		0909000051	
<input type="checkbox"/> 0909000071		0909000052	
<input type="checkbox"/> 0909000072		0909000053	
<input type="checkbox"/> 0909000073		0909000056	
<input type="checkbox"/> 0909000077		0909000057	
<input type="checkbox"/> 0909000081		0909000059	
<input type="checkbox"/> 0909000084		0909000062	
<input type="checkbox"/> 0909000085		0909000063	
<input type="checkbox"/> 0909000089		0909000064	
<input type="checkbox"/> 0909000090		0909000066	
<input type="checkbox"/> 0909000092		0909000067	
		0909000069	
		0909000074	
		0909000075	
		0909000076	

0909000076	-
0909000078	-
0909000079	-
0909000080	-
0909000082	-
0909000083	-
0909000086	-
0909000087	-
0909000088	-
0909000091	-
0909000094	-
0909000095	-
0909000096	-
0909000097	-
0909000099	-
0909000100	-

[Select All](#)     [Clear All](#)

**Proceed:**      [Return to Reconciliation WorkBench](#)

There are two columns. The first column is a list of PO's that are not eligible to be closed, the second are those POs to be closed. You can move a PO from the first column to the second column to overriding the criteria by selecting the PO number and then the  button. **By selecting the  button you can view the reason the PO was not selected for closure. Once you close the PO you can never use it again. See appendix B for a list of criteria's not met.**

Log View All | 

Line	Sched	Dist	Message Text
2	1		The Purchase Order may not be closed because it has not been fully Matched.

Select the return button to go back to the page.

At this point you need to review the PO to be closed and then select the  button to begin the close process.

Continue to Close POs. (10224,10)

Select the  button. This will take you back to the Reconciliation Workbench page. NOTE: You can eliminate a PO by selecting the  located to the right of the PO number to be closed.

You need to budget check the PO you have closed. You can either budget check by PO or budget check your BU unit. Budget checking will reduce your available encumbrance and return your funds to your budget.

**Navigation:** Purchasing>Purchase Orders>Budget check>

Input your run control id and select the **Search** button.

**Budget Check Request**

Run Control ID: BUDGET\_ [Report Manager](#) [Process Monitor](#) **Run**

**Budget Check Request** Find | View All First 1 of 1 Last

**Process Frequency** + -

Once  
 **Always**  
 Don't Run

Request Number: 1  
 \*Description: SSSSS

**Process Option**

\*Unit Option: Value Unit: 09000  
 PO ID Option: All  
 PO Date Option: All

Save Return to Search Next in List Previous in List Notify Add Update/Display

Process Frequency should be **always**, select **Value** for your Unit option, Select **Value** for your PO ID option, input you **BU #** and **PO ID** and put in a description. Select the **Run** button

**Process Scheduler Request**

User ID: RMAXWELL Run Control ID: BUDGET\_

Server Name: PSUNX Run Date: 10/18/2004  
 Recurrence: Run Time: 12:19:52PM **Reset to Current Date/Time**  
 Time Zone:

**Process List**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FSPKBDP3	COBOL SQL	(None)	(None)

OK Cancel

Select the **OK** button. Any encumbrance balance on the closed PO will be returned to your budget.

Form		Schedule					
<b>Unit:</b>	09000	<b>PO:</b>	0909000013				
<b>Vendor:</b>	SYNERGY DA-001	<b>ID:</b>	0000072236				
<b>PO Date:</b>	12/09/2003	<b>PO Status:</b>	Compl				
<b>Budget Status:</b>	Valid	<b>Doc Tol Status:</b>	Valid				
<b>Chng Order:</b>	2	<b>Receipt:</b>	Not Recvd				
<b>Buyer:</b>	Jim Bratkovich						
<b>Backorder Status:</b>	None						
1 to 6 of 6							
Lines							
Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount
<input checked="" type="checkbox"/>	1	028796	H <a href="#">WIRE AND CABLE, ELECTRONIC: AU</a>	028796	350.0000	EA	308.00 USD
<input type="checkbox"/>	2	028796	E <a href="#">WIRE AND CABLE, ELECTRONIC: AU</a>	028796	25.0000	EA	2200.00 USD
<input type="checkbox"/>	3	028796	<a href="#">Wire and cable, electronic: au</a>	028796	6.0000	EA	645.06 USD
<input type="checkbox"/>	4	028796	C <a href="#">WIRE AND CABLE, ELECTRONIC: AU</a>	028796	3.0000	EA	645.00 USD
<input type="checkbox"/>	5	028796	R <a href="#">WIRE AND CABLE, ELECTRONIC: AU</a>	028796	250.0000	EA	200.00 USD
<hr/>							
<b>Merch.:</b>	6546.86	<b>Adj Amt:</b>		<b>Total:</b>	6546.86	USD	1 to 6 of 6
<a href="#">Header Details</a> <a href="#">Matching</a> <a href="#">Header VAT</a> <a href="#">All RTV</a> <a href="#">Header Comments...</a> <a href="#">Line Details</a> <a href="#">Line Comments...</a> <a href="#">Document Status</a>							
<a href="#">Return to Search</a> <a href="#">Next in List</a> <a href="#">Previous in List</a> <a href="#">Notify</a> <a href="#">RelatedLinks</a>							
Form   <a href="#">Schedule</a>							

The PO line status will be updated with a status of Closed and you PO Header status will be complete.

Note-Your distribution line status will be updated to Completed and your Commitment Control Close Flag will be set Y.

Note-On your PO accounting page your Closed Value on your PO will be set to Y.

## APPENDIX A

<b>Old Value</b>	<b>Decription Converted Value</b>
515110	General Use 515XX0 account series
515120	Accounting/Auditing Use 515XX0 account series
515130	Legal Services Use 515XX0 account series
515140	Medical Services Use 515XX0 account series
515150	Architectural & Engineering Use 515XX0 account series
515160	Data Processing Services Use 515XX0 account series
515170	Contractual Administration Svcs Use 515XX0 account series
515190	Professional Medical Practice Plan Use 515XX0 account series
519000	Inter & Intra-Agency Payments For Personal Svcs. Use 515XX0 account series
519110	Interagency Payments - Personal Services Use 515XX0 account series
519120	Interagency Payments - Office Of Personnel Mgmt Use 515XX0 account series
519210	Intra-Agency Payments - Personal Services Use 515XX0 account series
529000	Inter & Intra-Agency Payments For Travel Use 521XX0 account series
529110	Interagency Payments - Travel Expense Use 521XX0 account series
529210	Intra-Agency Payment - Travel Expenses Use 521XX0 account series
539000	Inter & Intra-Agency Payments For Admin Expense Use 531XX0 account series
539110	Interagency Pymts - Administrative Exp. Use 531XX0 account series
539120	Interagency Pymts - Data Processing Use 515XX0 account series
539130	Interagency Pymts - Telecommunications Use 531130
539140	Interagency Pymts - Risk Management Use 531310
539150	Inter-Agency Payments - Printing Use 531150
539160	Inter-Agency Payments - Motor Pool Use 521XX0 account series
539210	Intra-Agency Pymts - Administrative Expense Use 531XX0 account series
539220	Intra-Agency Pymts - Data Processing Use 515XX0 account series
539230	Intra-Agency Payments - Telecommunications Use 531130
539240	Intra-Agency Pymts - Risk Management Use 531310
539250	Intra-Agency Pymts - Telecommunications Use 531130
539260	Intra-Agency Payments - Motor Pool Use 521XX0 account series
549000	Inter & Intra-Agency Pmts. - Prop.,Equip. & Debt Use 541XX0 account series
549110	Interagency Pymts - Pfed Expenditures Use 541XX0 account series
549210	Intraagency Pymts - Pfed Expenditures Use 541XX0 account series
559210	Intra-Agcy Pymt - Asstce. & Pymts To Local Govt Use 559110
590000	Reappropriation-Redesignation NOT USED FOR PAYMENTS
599000	Budget Reduction-Reapprop. NOT USED FOR PAYMENTS
569000	Inter-/Intra-Agency Pmts - Transfers & Other Disb. Use 56XXX0 ACCOUNTS
569110	Inter-Agcy Pmts - Transfers & Other Disbursements Use 562XX0 series
569210	Intra-Agcy Pmts - Transfers & Other Disbursements Use 562XX0 series

APENDIX B

**Criteria for PO's to be closed.**

- Do not close POs that have inactive account numbers. See Appendix A for list.
  - These will need to be processed through OSF
- All vouchers associated with the PO must be posted.
- The PO must be fully matched. (The close process closes the whole PO.)
  - The quantity ordered for each line on the PO is less than or equal to the total quantity received and matched.
  - The quantity ordered is within the specified Close PO Under Quantity Percent Tolerance.
  - If the PO is distributed by quantity and all quantities have been matched.
  - If the PO is distributed by amount and the extended dollar amount has all been matched.
  - IF a line item has been canceled but all other lines are fully matched the PO header will never update fully matched but the PO will be eligible to close.
- Last voucher was finalized.
- If the PO is set up as no match but receiving is required then before the PO will be eligible to be closed the receiving must either be turned off or the product must be received.
- Do not close if you will need to use the PO again.
- Closing the PO will remove it from the maintain PO list.

MESSAGE	DEFINITION	RESOLUTION
The PO Line is tied to an active Voucher; therefore it may not be closed.	There is a voucher that has not been posted. Therefore it may not be matched or budget checked.	The voucher needs to be fully processed. Budget check, matched and posted.
POs with Receiving Required On though not received	The PO is usually an AO set up as no match but the PO was set up as receiving required. Receiving was not done. When the voucher was created it was not required to go through matching so the voucher did not fail match.	You can either process a receiver or turn receiving off.  We prefer agencies begin using the receiving.
The Purchase Order may not be closed because it has not been fully Matched.	1. The PO was not fully received and/or paid and will not be.  2. The PO will not fully match because the "Distribute By" selection (PO distribution page) was not fully utilized. If the "Distribute By" is <b>AMOUNT</b> then you must fully match on amount. If the "Distribute By" is <b>QUANTITY</b> then you must	If you are sure you will not be using this PO again then you can override the criteria. If you are not sure then you need to process a change order  On #1 you may want to process a change order. On #2 if you have received all your quantities and the PO will not fully match it probably because it is "Distributed By"

	fully match on quantity.	<b>AMOUNT</b> and you have not fully utilized all of the PO line item(s) amount . You may want to override the criteria.
The Purchase Order's Activity Date is greater than the Calculate PO Close Date.		