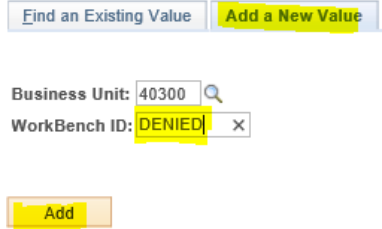


9.2.38 ePro Requisitions Using the Requester's Workbench to Analyze and Reconcile

Use this guide to assist with analysis and reconciliation of active eProcurement Requisitions. Periodic review and cleanup of active requisitions will keep your agency data and eProcurement user queues free from requisitions not intended for further sourcing or processing.

Step	Description
1.	<p>Identify requisitions/requisition lines remaining ACTIVE that are no longer needed and require reconciliation (liquidation of any open qty/amt and cancelation or closure).</p> <ul style="list-style-type: none"> Requesters can identify ALL active requisition lines, including sourced PO if applicable, by running the 0EPO020_REQ_RECONCILIATION query. The data provided by this query assists Requesters with identifying what reconciliation action, if any, each requisition header and individual lines qualify for. The query results include requisition lines that remain active including those that have an open qty/amt remaining available on the Requisition Selection page for sourcing.
2.	<p>There are two requisition reconciliation actions that can be taken on the Requester's Workbench. They are:</p> <ul style="list-style-type: none"> CANCEL – option for canceling entire requisition or individual requisition lines where no sourcing action has been taken. <ul style="list-style-type: none"> This action can also be taken using the Manage Requisition page as an alternative CLOSE – action is typically taken on canceled requisitions or individual requisition lines that have already been canceled (having status of 'Canceled'). <ul style="list-style-type: none"> This action is ONLY available to Requesters using the Requester's Workbench
3.	<p>Navigate to the Requester's Workbench: Purchasing > Requisitions > Requester's Workbench</p> <p>Requester's WorkBench</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="282 1268 1333 1738" style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Find an Existing Value Add a New Value </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>▼ Search Criteria</p> <p>Business Unit = ▼ <input style="width: 100px;" type="text" value="44100"/> x 🔍</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> WorkBench ID begins with ▼ <input style="width: 150px;" type="text"/> </div> Description begins with ▼ <input style="width: 150px;" type="text"/> </div> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Search Clear Basic Search Save Search Criteria </div> </div> <p>The Requester's Workbench functions like an online query, allowing for modification of search criteria as needed, with each saved search identified by a 'WorkBench ID', for repeat use.</p> <ul style="list-style-type: none"> The Requisition Workbench provides an alternate, and flexible, option to using Query Manager where changing predefined criteria may not be an option.

9.2.38 ePro Requisitions Using the Requester's Workbench to Analyze and Reconcile

Step	Description
	<ul style="list-style-type: none"> Use 'Find an Existing' tab to search/select from existing saved searches/WorkBench IDs Use 'Add A New Value' tab to create and save a new online search/WorkBench ID. The Description field serves as a quick reference for quickly choosing a WorkBench ID or online search (set of criteria) for future use.
4.	<p>Create a new Workbench ID if you've not created one previously or do not wish to use an existing one. This will allow you to create and save a new online requisition search to search requisitions to analyze and/or taking action.</p> <p>Requester's WorkBench</p>  <ul style="list-style-type: none"> For this example, a WorkBench ID of 'DENIED' was added since to search for all denied requisitions for analysis & reconciliation action.
5.	<p>The Filter Options page is used to define criteria for searching requisitions.</p>

9.2.38 ePro Requisitions Using the Requester's Workbench to Analyze and Reconcile

Step	Description																				
	<div style="border: 1px solid black; padding: 5px;"> <p>Requester's Workbench</p> <p>Filter Options</p> <p>Business Unit: 40300 WorkBench ID: DENIED</p> <p>Description:</p> <p>Enter search criteria and click on Search. Leave blank for all values.</p> <p>Search Criteria</p> <p>Requisition: <input type="text"/> To: <input type="text"/></p> <p>Requisition Name: <input type="text"/></p> <p>Req Date: <input type="text"/> Until: <input type="text"/></p> <p>Activity Date: <input type="text"/> To: <input type="text"/></p> <p>Due Date: <input type="text"/> To: <input type="text"/></p> <p>Vendor ID: <input type="text"/></p> <p>Item ID: <input type="text"/></p> <p>Requester: <input type="text"/></p> <p>Status</p> <p><input type="checkbox"/> Open <input type="checkbox"/> Approved <input type="checkbox"/> Lines Approved</p> <p><input type="checkbox"/> Pending Appr <input type="checkbox"/> Canceled <input checked="" type="checkbox"/> Denied</p> <p>Sourcing</p> <p><input type="checkbox"/> Partially or Fully Sourced</p> <p>Encumbrance</p> <p><input type="checkbox"/> Open Pre-encumbrances</p> <p>ChartFields Personalize Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Fund Src</th> <th>Program</th> <th>Class</th> <th>PC Bus Unit</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Search"/> <input type="button" value="Return to Requester's Workbench"/></p> <ul style="list-style-type: none"> Defining minimal to no criteria will return a larger data set while specifying more criteria will narrow the focus and limit results. Once all criteria is specified, click Search. </div>	GL Unit	Account	Fund	Dept	Fund Src	Program	Class	PC Bus Unit	Project	<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"/>		
GL Unit	Account	Fund	Dept	Fund Src	Program	Class	PC Bus Unit	Project													
<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"/>													
6.	<div style="border: 1px solid black; padding: 5px;"> <p>Requester's Workbench</p> <p>Business Unit: 40300 WorkBench ID: DENIED</p> <p>*Description: <input type="text" value="Search for all Denied Reqs"/> X</p> <p>Select Reqs for Further Processing</p> <p>List of Requisitions Personalize Find View All Download First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Requisition ID</th> <th>Doc Status</th> <th>Status</th> <th>Last Activity</th> <th>Hold</th> <th>Budget Status</th> <th>Req Date</th> <th>Name</th> <th>Track Batch</th> <th>Lines</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 0000002072</td> <td></td> <td>Denied</td> <td>08/18/2017</td> <td>N</td> <td>Valid</td> <td>08/18/2017</td> <td>Patricia Bebley 404/656-6912</td> <td>1</td> <td></td> </tr> </tbody> </table> <p>Action: <input type="button" value="Approve"/> <input type="button" value="Unapprove"/> <input type="button" value="Cancel"/></p> <p> <input type="button" value="Close"/> <input type="button" value="Budget Check"/></p> <p>Go To: <input type="button" value="Set filter options"/> <input type="button" value="View Processing Results"/></p> <p><input type="button" value="Save"/></p> <ul style="list-style-type: none"> Specifying a 'Description' is required prior to clicking 'Save' (to save the workbench/search criteria) or before taking any action (which automatically saves) for future use. Once data is returned, certain actions to be taken on selected requisitions (ex. Cancel, Close). **Note that the Approve & Un-approve actions are not allowed on ePro reqs. From this page, Requesters can: </div>	Requisition ID	Doc Status	Status	Last Activity	Hold	Budget Status	Req Date	Name	Track Batch	Lines	<input checked="" type="checkbox"/> 0000002072		Denied	08/18/2017	N	Valid	08/18/2017	Patricia Bebley 404/656-6912	1	
Requisition ID	Doc Status	Status	Last Activity	Hold	Budget Status	Req Date	Name	Track Batch	Lines												
<input checked="" type="checkbox"/> 0000002072		Denied	08/18/2017	N	Valid	08/18/2017	Patricia Bebley 404/656-6912	1													

9.2.38 ePro Requisitions Using the Requester's Workbench to Analyze and Reconcile

Step	Description												
	<ul style="list-style-type: none"> ○ click the 'Set Filter Options' hyperlink to return to the 'Set Filter Options' page to modify criteria for the search ○ click the 'Lines' icon to view all req lines and select <i>individual lines only</i> for action ○ select the Requisition ID checkbox to take action on the <i>entire requisition (all req lines and header)</i>. For this example, the 'Cancel' action was chosen for REQ ID 0000002072. 												
7.	<p>The Processing Results page displays whether transactions for the selected action are "Qualified" or "Not Qualified".</p> <ul style="list-style-type: none"> • Steps for processing a 'Qualified' requisition (in this example, eligible for 'Cancel' action) is outlined below: <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="font-size: small; margin: 0;">Requester's Workbench Processing Results</p> <p style="font-size: x-small; margin: 0;">Business Unit: 40300 WorkBench ID: DENIED Description: Search for all Denied Reqs</p> <p style="font-size: x-small; margin: 0;">Select Reqs for Further Processing</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: x-small;"> <p style="margin: 0;">Accounting Date for Action: 10/04/2017</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="font-size: x-small; border: 1px solid #ccc; padding: 5px; width: 45%;"> <p style="margin: 0;">Not Qualified Personalize View All 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 80%;">Requisition ID</th> <th style="width: 20%;">Log</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> </div> <div style="font-size: x-small; border: 1px solid #ccc; padding: 5px; width: 45%;"> <p style="margin: 0;">Qualified Personalize View All 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 25%;">Requisition ID</th> <th style="width: 15%;">Line</th> <th style="width: 15%;">Sched</th> <th style="width: 45%;">Distrib Line</th> </tr> </thead> <tbody> <tr> <td>0000002072</td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> </div> <div style="text-align: center; margin-top: 10px; font-size: x-small;"> <p>Proceed: Yes No Return to Requester's Workbench</p> </div> </div>	Requisition ID	Log			Requisition ID	Line	Sched	Distrib Line	0000002072			
Requisition ID	Log												
Requisition ID	Line	Sched	Distrib Line										
0000002072													

9.2.38 ePro Requisitions Using the Requester's Workbench to Analyze and Reconcile

Step	Description																				
8.	<p>The Processing Results page displays whether transactions for the selected action are “Qualified” or “Not Qualified”.</p> <ul style="list-style-type: none"> Steps for troubleshooting a requisition ‘Not Qualified’ for selected action is outlined below: <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Requester's Workbench</p> <p>Business Unit: 40300 WorkBench ID: SOURCED</p> <p>*Description: Partially or Fully Sourced Req X</p> <p>Select Reqs for Further Processing</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th style="text-align: left;">Requisition ID</th> <th style="text-align: left;">Doc Status</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Last Activity</th> <th style="text-align: left;">Hold</th> <th style="text-align: left;">Budget Status</th> <th style="text-align: left;">Req Date</th> <th style="text-align: left;">Name</th> <th style="text-align: left;">Track Batch</th> <th style="text-align: left;">Lines</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 000000963</td> <td></td> <td>Approved</td> <td>11/13/2013</td> <td>N</td> <td>Valid</td> <td>11/13/2013</td> <td>Scott Kubie 404/657-9443</td> <td></td> <td></td> </tr> </tbody> </table> <p> <input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All </p> <p>Action: Approve Unapprove Cancel</p> <p style="margin-left: 20px;">Close Budget Check</p> <p>Go To: Set filter options View Processing Results</p> <p style="text-align: center;">Save</p> </div> <ul style="list-style-type: none"> A new WorkBench ID of ‘SOURCED’ with description ‘Partially or Fully Sourced Req’ was created. Notice only a single requisition appears, however, a total of 212 results were returned. When the ‘Cancel’ action is selected for the entire requisition, this requisition appears on the ‘Not Qualified’ side. 	Requisition ID	Doc Status	Status	Last Activity	Hold	Budget Status	Req Date	Name	Track Batch	Lines	<input checked="" type="checkbox"/> 000000963		Approved	11/13/2013	N	Valid	11/13/2013	Scott Kubie 404/657-9443		
Requisition ID	Doc Status	Status	Last Activity	Hold	Budget Status	Req Date	Name	Track Batch	Lines												
<input checked="" type="checkbox"/> 000000963		Approved	11/13/2013	N	Valid	11/13/2013	Scott Kubie 404/657-9443														

9.2.38 ePro Requisitions Using the Requester's Workbench to Analyze and Reconcile

Step	Description																																					
	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Requester's Workbench Processing Results</p> <p>Business Unit: 40300 WorkBench ID: SOURCED Description: Partially or Fully Sourced Req</p> <p>Select Reqs for Further Processing Accounting Date for Action: 10/04/2017</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Not Qualified Personalize View All Personalize 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Requisition ID</th> <th>Log</th> </tr> </thead> <tbody> <tr> <td>0000000963</td> <td></td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Qualified Personalize View All Personalize 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Requisition ID</th> <th>Line</th> <th>Sched</th> <th>Distrib Line</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> </div> <p style="text-align: center; margin-top: 10px;">Proceed: <input type="button" value="Yes"/> <input type="button" value="No"/> Return to Requester's Workbench</p> </div> <ul style="list-style-type: none"> Click the 'Log' icon to review specific reason(s) why each req line is not eligible for the selected action. Use this information (along with query results) to determine what reconciliation action the req header and req lines would be eligible for. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 20px;"> <p>Requester's Workbench Requisition Logs</p> <p>Business Unit: 40300 WorkBench ID: SOURCED Description: Requisition ID: 0000000963</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Sched</th> <th>Dist</th> <th>Message Text</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>At least one line has been sourced. Cannot cancel the requisition.</td> <td> </td> </tr> <tr> <td>1</td> <td>1</td> <td>2</td> <td>At least one line has been sourced. Cannot cancel the requisition.</td> <td> </td> </tr> <tr> <td>2</td> <td>1</td> <td>1</td> <td>Cannot cancel Requisition Line because it is already cancelled or closed.</td> <td> </td> </tr> <tr> <td>2</td> <td>1</td> <td>1</td> <td>At least one line has been sourced. Cannot cancel the requisition.</td> <td> </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"><input type="button" value="Return"/></p> </div> <ul style="list-style-type: none"> Click "View all" to view all lines (only rows 1-4 of 12 total rows currently appear). When finished, click 'Return' to go back to the Processing Results page Click 'Return to Requester's Workbench' hyperlink from Processing Results page to return to the search results page 	Requisition ID	Log	0000000963		Requisition ID	Line	Sched	Distrib Line					Line	Sched	Dist	Message Text	Notes	1	1	1	At least one line has been sourced. Cannot cancel the requisition.		1	1	2	At least one line has been sourced. Cannot cancel the requisition.		2	1	1	Cannot cancel Requisition Line because it is already cancelled or closed.		2	1	1	At least one line has been sourced. Cannot cancel the requisition.	
Requisition ID	Log																																					
0000000963																																						
Requisition ID	Line	Sched	Distrib Line																																			
Line	Sched	Dist	Message Text	Notes																																		
1	1	1	At least one line has been sourced. Cannot cancel the requisition.																																			
1	1	2	At least one line has been sourced. Cannot cancel the requisition.																																			
2	1	1	Cannot cancel Requisition Line because it is already cancelled or closed.																																			
2	1	1	At least one line has been sourced. Cannot cancel the requisition.																																			
9.	<p>From the Search Results page, Requesters can review/select individual requisition lines by:</p> <ul style="list-style-type: none"> ○ Selecting the requisition id checkbox ○ Clicking the 'Lines' icon 																																					

9.2.38 ePro Requisitions Using the Requester's Workbench to Analyze and Reconcile

Step	Description																																																		
	<div style="border: 1px solid black; padding: 10px;"> <p style="margin: 0;">Requester's Workbench</p> <p style="margin: 0;">Business Unit: 40300 WorkBench ID: SOURCED</p> <p style="margin: 0;">*Description: <input type="text" value="Partially or Fully Sourced Req"/></p> <p style="margin: 0;">Select Reqs for Further Processing</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="text-align: left;">Requisition ID</th> <th style="text-align: left;">Doc Status</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Last Activity</th> <th style="text-align: left;">Hold</th> <th style="text-align: left;">Budget Status</th> <th style="text-align: left;">Req Date</th> <th style="text-align: left;">Name</th> <th style="text-align: left;">Track Batch</th> <th style="text-align: left;">Lines</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 0000000963</td> <td></td> <td>Approved</td> <td>11/13/2013</td> <td>N</td> <td>Valid</td> <td>11/13/2013</td> <td>Scott Kubic 404/657-9443</td> <td></td> <td></td> </tr> </tbody> </table> <p style="margin: 0;">Action: <input type="button" value="Approve"/> <input type="button" value="Unapprove"/> <input type="button" value="Cancel"/></p> <p style="margin: 0;"> <input type="button" value="Close"/> <input type="button" value="Budget Check"/></p> <p style="margin: 0;">Go To: <input type="button" value="Set filter options"/> <input type="button" value="View Processing Results"/></p> <p style="margin: 0; text-align: center;"><input type="button" value="Save"/></p> <ul style="list-style-type: none"> • On the Requisition Lines page (below) the option are to either: <ul style="list-style-type: none"> ○ Select individual requisition lines you wish to take action on, or ○ Select 'Return to Requester's Workbench' hyperlink to return to the search results page for taking action. <hr/> <p style="margin: 0;">Requester's Workbench</p> <p style="margin: 0;">Requisition Lines</p> <p style="margin: 0;">Business Unit: 40300 WorkBench ID: SOURCED</p> <p style="margin: 0;">Description: Partially or Fully Sourced Req</p> <p style="margin: 0;">Requisition ID: 0000000963</p> <p style="margin: 0;">Select Reqs for Further Processing</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="text-align: left;">Line</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Item ID</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Category ID</th> <th style="text-align: left;">Vendor ID</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 1</td> <td>Approved</td> <td></td> <td>Developer 1, MS Software Developer</td> <td>08605</td> <td>0000404089</td> </tr> <tr> <td><input type="checkbox"/> 2</td> <td>Closed</td> <td></td> <td>Developer 2</td> <td>08605</td> <td>0000404089</td> </tr> <tr> <td><input type="checkbox"/> 3</td> <td>Closed</td> <td></td> <td>Helpdesk Technician</td> <td>08605</td> <td>0000404089</td> </tr> <tr> <td><input checked="" type="checkbox"/> 4</td> <td>Approved</td> <td></td> <td>Developer 3</td> <td>08605</td> <td>0000404089</td> </tr> </tbody> </table> <p style="margin: 0; text-align: center;">Clear All</p> <p style="margin: 0; text-align: center;">Return to Requester's Workbench</p> </div>	Requisition ID	Doc Status	Status	Last Activity	Hold	Budget Status	Req Date	Name	Track Batch	Lines	<input checked="" type="checkbox"/> 0000000963		Approved	11/13/2013	N	Valid	11/13/2013	Scott Kubic 404/657-9443			Line	Status	Item ID	Description	Category ID	Vendor ID	<input checked="" type="checkbox"/> 1	Approved		Developer 1, MS Software Developer	08605	0000404089	<input type="checkbox"/> 2	Closed		Developer 2	08605	0000404089	<input type="checkbox"/> 3	Closed		Helpdesk Technician	08605	0000404089	<input checked="" type="checkbox"/> 4	Approved		Developer 3	08605	0000404089
Requisition ID	Doc Status	Status	Last Activity	Hold	Budget Status	Req Date	Name	Track Batch	Lines																																										
<input checked="" type="checkbox"/> 0000000963		Approved	11/13/2013	N	Valid	11/13/2013	Scott Kubic 404/657-9443																																												
Line	Status	Item ID	Description	Category ID	Vendor ID																																														
<input checked="" type="checkbox"/> 1	Approved		Developer 1, MS Software Developer	08605	0000404089																																														
<input type="checkbox"/> 2	Closed		Developer 2	08605	0000404089																																														
<input type="checkbox"/> 3	Closed		Helpdesk Technician	08605	0000404089																																														
<input checked="" type="checkbox"/> 4	Approved		Developer 3	08605	0000404089																																														
10.	<p>Troubleshooting tips for analyzing and reconciling "Not Qualified" requisitions.</p> <ul style="list-style-type: none"> ○ Analysis of the 0EPO020_REQ_RECONCILIATION query results as a first step helps Requesters to predict which reconciliation action each requisition would 'qualify' for. ○ Review the 'Not Qualified' Log to understand why a selected requisition or individual requisition lines do not qualify for the chosen action and proceed appropriately. ○ When an entire requisition is selected for an action for which (in its entirety) it does not qualify, individual lines may be eligible. In this case, all eligible requisition line numbers will appear on the 'Qualified' side while the same requisition id also appears 'Not Qualified'. If the Requesters chooses to proceed with taking the selected action, all qualified lines will process while the requisition header status remains unchanged. 																																																		