

## PO.030.020 – BUDGET CHECKING POs (BATCH PROCES)

<b>Purpose</b>	<p>To demonstrate how to use the PO Sourcing Workbench to view requisitions that failed to source to a Purchase Order successfully, understand and correct any errors that may exist, and reset requisitions in error to go through the sourcing process again.</p>
<b>Description</b>	<p>The Sourcing Workbench provides a view of the results of each requisition that is sourced to a Purchase Order. If a requisition fails to source to a Purchase Order successfully, the error can be viewed on the workbench so that corrective action can be taken. Once the issue is corrected, the requisition can be reset and error data purged, allowing the requisition to be sourced again.</p> <p>Buyers should review the Sourcing Workbench on a daily basis to ensure there are no Requisitions in Error status. Requisitions in Error will remain in the Sourcing Workbench until the requisition is reset and purged. Requisitions that source successfully will have a Stage Status of Completed. Requisitions in a Completed status are purged from the Sourcing Workbench each night.</p> <ul style="list-style-type: none"> <li>- The PO Sourcing Workbench provides the ability to identify errors and Requisitions in Error status.</li> <li>- Requisitions in Error status can be corrected and run back through the PO Calculations and PO Create processes to create a Purchase Order.</li> <li>- A Ready status indicates a Requisition is eligible to be processed through the PO Calculations process.</li> <li>- A Completed status indicates a Purchase Order has been successfully run through the PO Create process.</li> </ul> <p>If all attempts to create a PO has failed, see <a href="#">EP.020.600 - Purging Staging Tables</a> to clear the transactions associated with the Requisition.</p>
<b>Security Role</b>	<b>BOR_PO_PROCESS</b>
<b>Assumptions</b>	None

<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

### **Procedure**

Below are step by step instructions on how to run a batch process to budget check Purchase Orders for Business Unit 27000. You will set the process to run for Purchase Orders in Approved and Dispatched status.

**Once the user has run the PO Calc process, the user will navigate to the Workbench to view the status of the Requisition. The user will verify the Requisition is in Ready status, and then run the PO Create process to create a Purchase Order from the Requisition.**

**Finally, the user will return to the Workbench to verify the Purchase Order status is Completed.**

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>Purchasing</b> link.
4.	Click the <b>Purchase Orders</b> link.
5.	Click the <b>Stage/Source Requests</b> link.
6.	Click the <b>Requisition Selection</b> link.
7.	Click the <b>Search</b> button.
8.	<p>The resulting list should reflect all requisition lines available for sourcing to a purchase order.</p> <p>Notice that you also can determine requisitions that do not have a Vendor assigned. A vendor is required for all requisitions prior to running the PO Calc and Create processes. If requisitions do not have a vendor specified at the time of creation it is possible to add a vendor on this page.</p> <p>If a vendor is not assigned, the requisition will be rejected and remain in an "<b>Error</b>" status as you will see later in this activity.</p>
9.	Click the <b>Sourcing Workbench</b> link.

Step	Action
10.	Enter search criteria to limit the number of rows retrieved in the Sourcing Workbench.
11.	Enter "1621" in the <b>Process Instance</b> field or the process instance of a PO Sourcing process.
12.	Click the <b>Search</b> button.
13.	Click the <b>Purchase Order</b> link to open the purchase order.
14.	Click the <b>Close</b> button.
15.	Delete the Process Instance to search by the <b>Stage Status</b> .
16.	Click in the <b>Stage Status</b> field.
17.	Click the <b>Error</b> list item.
18.	Click the <b>Search</b> button.
19.	Click the <b>Error</b> button.
20.	The Sourcing Details page will provide information on why the requisition did not create a purchase order. In this example, there was no vendor assigned to the PO.
21.	Deselect the <b>Let POCalc Override Vendor?</b> checkbox to assign a new vendor.
22.	Click the <b>Staged Vendor</b> object.
23.	Enter "DELL" in the field.
24.	Click the <b>Look Up</b> object.
25.	Click the <b>Vendor ID</b> list.
26.	Click the <b>Stage Status</b> object.
27.	Click the <b>Recycle</b> object.
28.	Click the <b>Save</b> button.
29.	The Stg Status of " <b>Recycle</b> " will allow the requisition line to be selected by the PO Calc process. After changing the status, you will run the PO Calc process.
30.	Click the <b>PO Calculations</b> link.
31.	Click the <b>Add a New Value</b> link if you already have a run control id, use Find an Existing Value.
32.	Enter "PO_CALC" in the <b>Run control ID</b> field.
33.	Click the <b>Add</b> object.
34.	Enter "1567" in the <b>Process Instance</b> field.
35.	Enter "AHARDER" in the <b>*Buyer:</b> field.  This is required to build the purchase order. If the requisition line already has a buyer assigned it will not be overridden by this buyer id.

Step	Action
36.	Click the <b>Run</b> button.
37.	Click the <b>OK</b> button.
38.	Click the <b>Process Monitor</b> link.
39.	Click the <b>Refresh</b> button.
40.	The Run Status will change as the process is running.
41.	Click the <b>Refresh</b> button.
42.	Click the <b>Details</b> link to view the results of the process.
43.	Click the <b>Message Log</b> link.
44.	The Message Log will provide information about what was selected during the process.
45.	Click the <b>Return</b> button.
46.	Click the <b>OK</b> button.
47.	After the PO Calc process has completed, you can navigate to the Sourcing Workbench to view the status of the requisition.
48.	Click the <b>Sourcing Workbench</b> link.
49.	Enter " <b>1625</b> " in the <b>Process Instance</b> field, or the process instance of the last PO Calc process.
50.	Click the <b>Search</b> object.
51.	The Stg Status should now be " <b>Ready</b> ".  The requisition is now ready for the PO Create process.
52.	Click the <b>PO Creation</b> link.
53.	Click the <b>Search</b> button if you have already run this process, otherwise you will need to add a run control.
54.	Click the <b>PO CREATE</b> link.
55.	Enter " <b>1625</b> " in the <b>Process Instance</b> field, or the process instance of the PO Calc process that was run for the requisition you corrected.
56.	Click the <b>Run</b> button.
57.	Click the <b>Select</b> checkbox for Create Purchase Orders.
58.	Click the <b>OK</b> button.
59.	Click the <b>Process Monitor</b> link.
60.	Click the <b>Refresh</b> button.
61.	Click the <b>Sourcing Workbench</b> link.

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Step	Action
62.	Enter " <b>1627</b> " in the <b>Process Instance</b> field, because this is the process instance of the <b>PO Calc</b> process.
63.	Click the <b>Search</b> object.
64.	Click the <b>Purchase Order</b> link to open the PO and verify that it has a Completed status.