

PO.060.130 – INQUIRING ON REQUISITION WORKBENCH

Purpose	To review requisition information via the Requisition Workbench.
Description	The Requisition or Requestor’s Workbench is a useful tool in PeopleSoft that allows users to take a variety of actions on requisitions, such as budget checking and approving. When users take any action in the Requisition Workbench, PeopleSoft creates a Workbench ID for each action taken. When using the Workbench to review requisitions, users can access the information via the Workbench ID.
Security Role	BOR_PO_REQ_MAINT & BOR_EP_INQUIRY BOR_PO_INQUIRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on 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
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Purchasing link.
4.	Click the Requisitions link.
5.	Click the Reconcile POs link.
6.	Click the Reconciliation Workbench link.

Step	Action
7.	Click the Add a New Value tab.
8.	Enter " INQUIRE " in the WorkBench ID field.
9.	Click the Add button.
10.	Enter " AHARDER " in the Buyer field.
11.	After selecting the Buyer, you would then click the Search button that displays at the bottom of this page.
12.	Click the Collapse (Ctrl+Y) Menu button.
13.	Click the Lines button.
14.	Click the Return to Reconciliation WorkBench link.