

Reconciling Purchase Orders in Atlas

From the Atlas menu:

1. Select **Purchase Order**.
2. Click the **Search** button.
3. Under Order Status, click the **List** button.
4. Highlight **Reconciled Business Services**.
5. Click the **OK** button.
6. From the bottom of the Purchase Order Search page, click **Search**.
7. Click the **View** button.
8. From the bottom of the Purchase Request/Inventory Items page, select **Inventory Detail**.
9. Select **Cost Recon**.
10. Select **Edit**.
11. Under Inventory Details, match the Totals and Payments lines as closely as possible by entering the correct Unit Cost, Ship Cost, and Total Cost.
12. Click **Reconciled** and repeat step 11 for each item.
13. Click **Quit Edit**.
14. Click **Quit**.
15. To return to the Purchase Request/Inventory Items page, click **Quit** again.
16. Check that the status has changed to Order Complete.
17. Click **Next**.
18. Repeat lines 8 through 18 for the remaining Purchase orders.