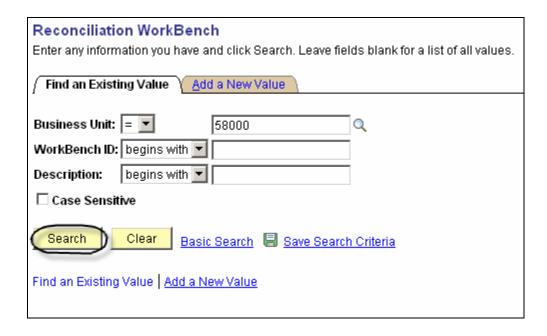
### **Quick Tip: Dispatch Purchase Order by Batch**

Currently users dispatch Purchase Orders one at a time. This can take from 3-5 minutes per Purchase Order. If a User dispatches 50 in a given day they would spend between 2.5 – 4 hours a day on dispatching Purchase Orders alone.

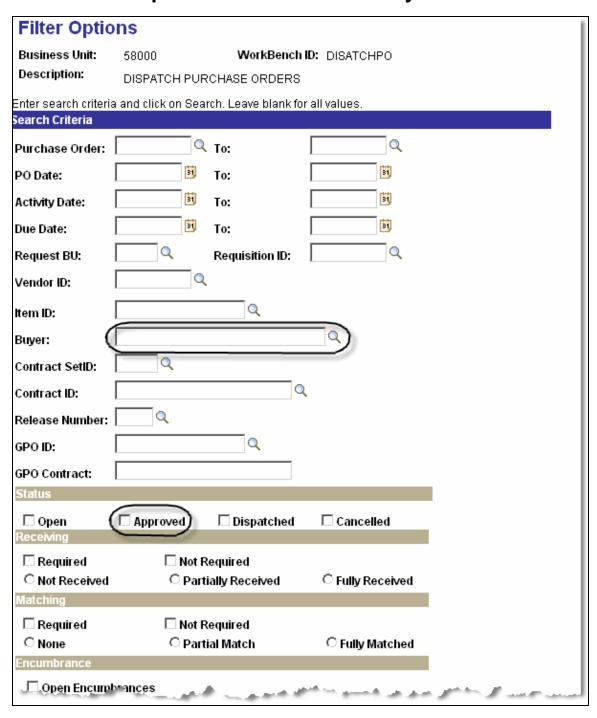
PeopleSoft offers users the ability to dispatch Purchase Orders in Batches. In the time it takes a user to dispatch one Purchase Order they could dispatch 50, saving between 2-3.5 hours a day.

### **Navigation:**

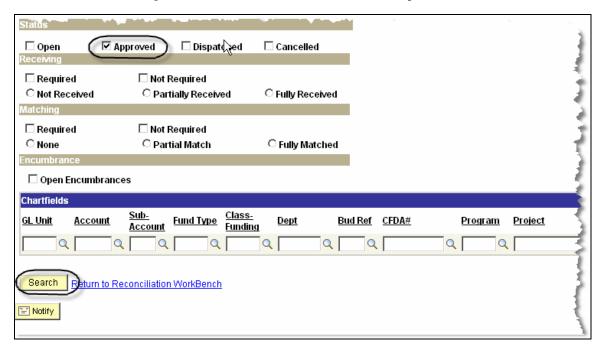
# Purchasing>Purchase Orders>Reconcile Pos>Reconciliation Workbench



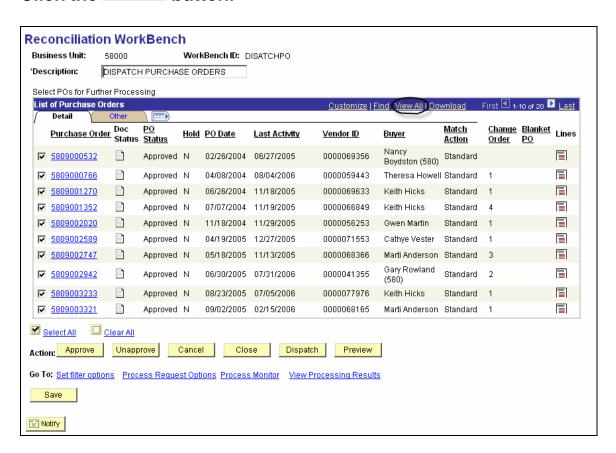
Input the Workbench ID and click the Search button.



Input your Buyer ID and click the Approved Radio box located in the Status section.



Click the Search button.

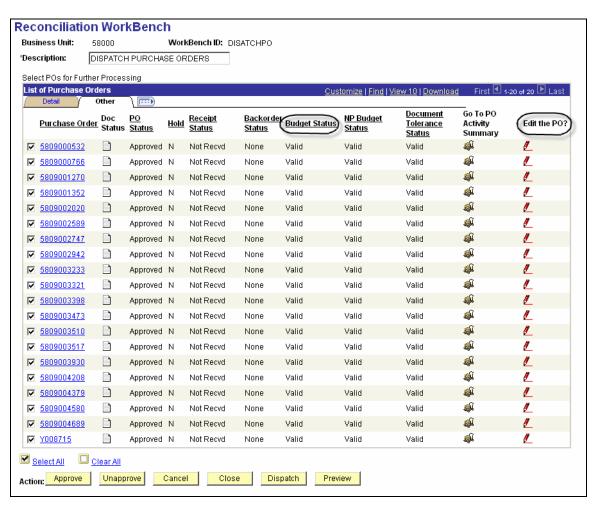


Click the link to review all eligible Purchase Orders.

 You can deselect a Purchase Order from being dispatched by clicking the Radio Box 

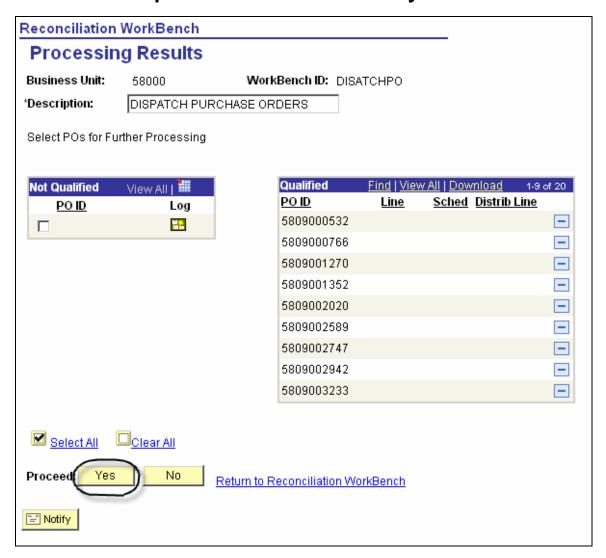
✓ located to the left of the Purchase Order number.





- The Budget Status must equal Valid or you need to deselect the Purchase Order.
- You can go to the Maintain Purchase Order by clicking the located to the far right of the Purchase Order number

When you are ready to dispatch the Purchase Order click the button at the bottom of the page.



This will take you to the Processing Results page. There are two sections:

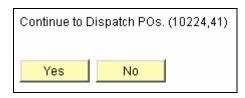
#### Not Qualified

 You can identify the reason the Purchase Order is not qualified to be dispatched by clicking the icon located to the right of the Purchase Order not qualified.

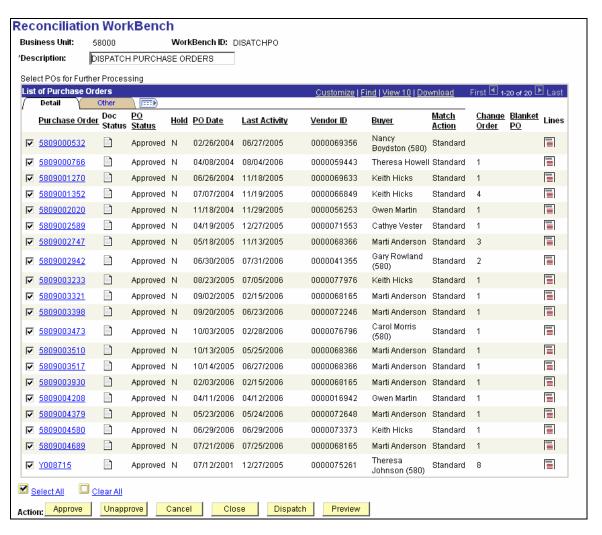
#### Qualified

- Identifies the Purchase Orders that are qualified to be dispatched.
- Click the button to the right of the Purchase Order if you do not want to dispatch it.
- Be sure to click the WEWALL link to review all Purchase Orders Qualified to be dispatched.

When ready click the Yes button to continue with dispatching the Purchase Order.



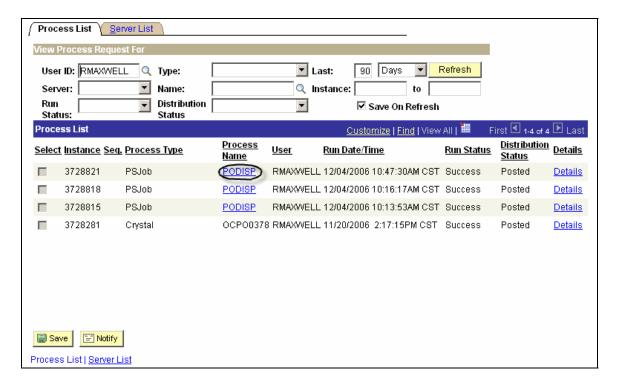
Click the Yes button to continue, click the No to return back to the previous page without dispatching the Purchase Orders.



### **Print Purchase Orders Dispatched**

### **Navigation:**

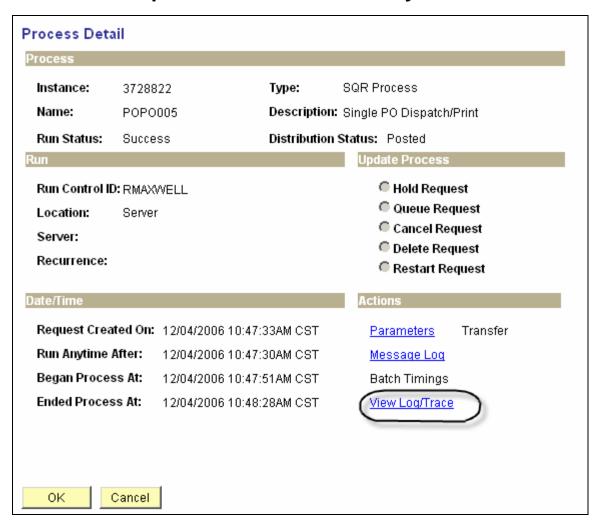
### People Tools>Process Schedule>Process Monitor



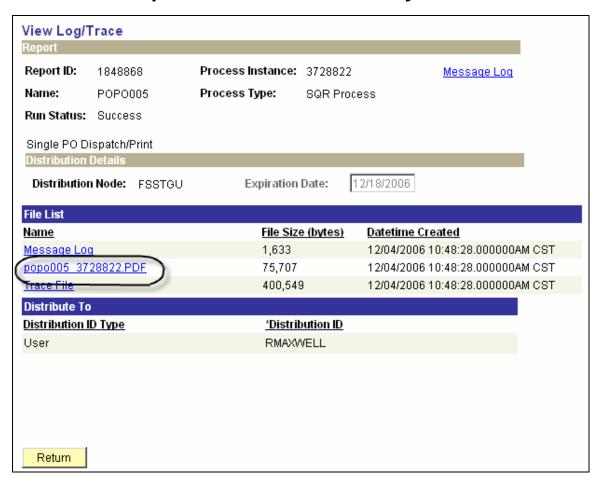
Click on the **PODISP** link.



Click on the middle link.



Click on the View Log/Trace link.



Click on the PDF link. This link will show all the purchase orders that have been selected to dispatch.

