



PURCHASING BUSINESS PROCESSES INDEX

Purchasing - Setup

Purchasing Setup

PO.020.001	Purchasing Overview
EP.010.040	Creating Buyers
EP.010.050	Creating Requesters
PO.010.020	Setting Up User Preferences
PO.020.290	Adding SpeedCharts
PO.020.790	Adding/Maintaining Locations
PO.020.800	Adding/Maintaining Ship To Locations

Purchasing – Requisitions

Requisition Creation

PO.020.870	Creating a Purchasing Requisition
PO.020.880	Creating a Requisition Using Multiple SpeedCharts
PO.020.890	Creating an Asset Requisition
PO.020.900	Creating a Trade-In Asset Requisition
PO.020.910	Creating a Requisition by Copying a Requisition

Change Requests

PO.020.840	Creating a Requisition Change Order
PO.020.850	Reviewing Requisition Change Request History

Requisition Maintenance

PO.020.920	Approving a Purchasing Requisition
PO.020.950	Deleting and Canceling Requisition Lines
PO.050.030	Overriding Requisition Budget Check Errors

Requisition Processes

PO.020.930	Budget Checking a Requisition Online
PO.020.960	Requisition Reconciliation
PO.020.480	Finalizing a Requisition
PO.030.190	Budget Checking Requisitions (Batch Process)

Business Process Index 10/17/19





Purchasing – Purchase Orders

Purchase Order Creation

PO.020.100	Adding/Updating a PO Online
PO.020.110	Adding/Updating an Express PO
PO.020.140	Creating a PO or Amount-Only PO
PO.020.120	Creating a PO by Copying a Requisition
PO.020.121	Creating a Purchase Order from a Procurement Contract
PO.020.860	Creating an Asset Purchase Order
PO.020.770	Creating an Express PO
PO.020.780	Adding Master Contracts

Purchase Order Maintenance

PO.020.260	Canceling a PO/PO Lines
PO.020.070	Reserving PO IDs
PO.020.220	Creating PO Change Orders
PO.020.160	Approving a PO
PO.020.161	PO Mass Approvals
PO.020.310	Maintaining PO Distributions
PO.020.270	Deleting PO/PO Line(s)
PO.050.010	Overriding Document Tolerance Error on PO
PO.050.020	Overriding Budget Checking Error on PO

Purchase Order Processes

PO.020.280	Using PO Reconciliation Workbench
PO.020.150	Budget Checking a PO (online)
PO.020.200	Dispatching a PO (online)
PO.020.390	Running PO Close Process
PO.030.010	Dispatching Purchase Orders (Batch Process)
PO.030.020	Using Sourcing Workbench for Req Select, PO Calc & PO Create
PO.030.030	Budget Checking POs (Batch Process)

Purchasing - Receiving

Managing Receipts

PO.020.230	Adding and Updating Receipts
PO.020.250	Receiving an Asset
PO.020.240	Receiving a Single Asset with Multiple Distributions
PO.020.300	Maintaining Receipt Chartfields

Business Process Index 10/17/19





Purchasing – Procurement Contracts

PC.010.010	Adding a Procurement Contract
PC.010.011	Adding Contract Items to a Procurement Contract
PC.010.012	Inquiring on a Procurement Contract

Purchasing - Inquiries

Requisition Inquiries

PO.060.070	Reviewing Requisition Accounting Entries
PO.060.100	Reviewing Requisition Change History
PO.060.110	Reviewing Requisition Activity
PO.060.130	Inquiring Requisition Workbench
PO.060.140	Reviewing Requisition Budget Checking Errors
PO.060.150	Reviewing Requisition Document Status

PO Inquiries

PO.060.010	Inquiring on PO Change Order History
PO.060.020	Inquiring on PO Activity Summary
PO.060.040	Inquiring on PO Document Tolerance History
PO.060.050	Inquiring on PO Document Status
PO.060.060	Inquiring on PO Accounting Entries

Purchasing – Queries and Reports are located in the Purchasing Queries and Purchasing Reports Job Aids on the Georgia*FIRST* Financials website.

Business Process Index 10/17/19