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)
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
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 GeorgiaFIRST Financials website.