



# **Purchasing Business Processes Index**

### Purchasing - Setup

### **Purchasing Setup**

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EP.010.050	Creating Requesters
PO.010.020	Setting Up User Preferences
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### Purchasing – Requisitions

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PO.020.850 Reviewing Requisition Change Request History

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### **Purchasing – Purchase Orders**

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PO.020.390	Running PO Close Process
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PO.030.020	Using Sourcing Workbench for Req Select, PO Calc & PO Create
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### **Purchasing – Receiving**

### **Managing Receipts**

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PO.020.240	Receiving a Single Asset with Multiple Distributions
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## **Purchasing – Procurement Contracts**

#### **Procurement Contract Creation**

PC.010.010	Adding a Procurement Contract
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### **Purchasing – Inquiries**

### **Requisition Inquiries**

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PO.060.100	Reviewing Requisition Change History
PO.060.110	Reviewing Requisition Activity
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#### **PO Inquiries**

quiries		
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PO.060.040	Inquiring on PO Document Tolerance History	

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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.