# Smooth Operators: Mastering Requisitions & Purchase Orders (Part 1)

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www.sao.ga.gov/NextGen

## Things You Should Know



#### Focus

Agency Preview Sessions are not training. Today, you will see demos of the GA@WORK system and review new business processes.



#### Data

The data used in today's presentations and demonstrations is not real data. Data is scrambled.



#### Feedback

Your feedback on what you see and learn today is crucial to the success of the GA@WORK system! To provide your feedback:

- Raise your hand
- Complete the survey questions at the end of this session
- Share your perspective in our testimonial booth!

## NextGen Scenario

Goal	The purpose of the first portion of the demonstration is to show you how to successfully create a requisition, source to a purchase order and receive. We will touch on Change Order and Returns.
Scenario	Department has a need for supplies and ask a requester to create a requisition. Requisition will go through approval process. Once approved, buyer will source requisition to a purchase order and issue to supplier. After items received, we will demonstrate how to create a return and change order.
Business Process	Requisition Event is the business process to create a requisition to procure goods and/or services.  Purchase Order Event is the business process to create a purchase order to be transmitted to a supplier for goods and/or services.  Receipt Event is business process for receiving goods and/or services.  Change Order Event is process of changing PO price, quantity etc. and Return Event is process of returning goods to supplier.
Roles	Most Common Roles:  Requestor Cost Center Manager Buyer  Each Business Process could have additional roles based on routing rules.

# New Terminology for GA@WORK

Transaction	Teamworks / Peoplesoft Terminology	GA@WORK Terminology
All Transactions	Business Unit	Company
All Transactions	Department	Cost Center
All Transactions	Account	Spend Category
All Transactions	Chartfields	Worktags
Requisitions	Origin	Requesting Entity
Purchase Orders	Dispatch	Issue

## Let's Take a Look In the System...



### Demonstration Feedback





- 1. Are there any federal requirements that would restrict / invalidate this process? Describe
- 2. How different is this process from what you do today? (similar, slightly different, majorly different)
- 3. How excited are you for this change? (1-5 scale)

