

- The Requisitions – Purchase Orders Crosswalk is a tool to help Requisitions – Purchase Orders professionals navigate the change from the legacy system to GA@WORK.
- Refer to training materials for additional instructions and go to the [GA@WORK Resource Library](#) for additional resources.

| Topic   | Initiate/complete in legacy system by:   | Initiate/complete in GA@WORK by:   | Special notes:   |
|---|--|--|--|
| <b>Requisition Approval Routing</b>                       | Approval routing was often manual or ad-hoc, with external requests required for over-limit or special approvals. Tracking was inconsistent. | Approval workflows are automated and standardized. Requisitions exceeding dollar limits or thresholds are routed to applicable Approvers, all within the system.           | <ul style="list-style-type: none"> <li>• Improves auditability and compliance.</li> <li>• Eliminates need for email or paper-based approval requests.</li> <li>• Approvers receive system notifications and can track status in real time.</li> </ul>                            |
| <b>Requisition Type Selection</b>                         | No field for requisition type; all requests treated similarly, making reporting and automation difficult.                                    | Requesters can select from predefined requisition types (e.g., catalog, non-catalog), enabling auto-sourcing (for Agencies opting in) and better reporting.                | <ul style="list-style-type: none"> <li>• Required for catalog requisitions to enable auto-sourcing (for Agencies opting in)</li> <li>• Supports improved data analytics and process automation.</li> <li>• New field may require user education and validation rules.</li> </ul> |
| <b>Requisition and Purchase Order Numbering sequences</b> | Current numbering begins with agency code and preceding "0's" and then PO number.  | Requisitions and Purchase Order numbering will now begin with agency code followed by "REQ" or "POR" and then the number with no preceding "0's". For instance, 40300POR5. | <ul style="list-style-type: none"> <li>• Eliminates preceding 0's before requisition and purchase order numbers.</li> </ul>  |

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| <b>Pre-Encumbrance/Commitment</b>   | No pre-encumbrance; budget impact only occurred at PO stage, sometimes resulting in overspending or budget errors discovered late. | System checks and pre-encumbers at requisition submission, providing immediate feedback on budget availability and reducing risk of overspending.         | <ul style="list-style-type: none"> <li>• Users will see budget errors upfront and must resolve them before proceeding.</li> <li>• Cost Center Managers have earlier visibility into committed funds.</li> <li>• May require process changes for handling budget failures.</li> </ul> |
| <b>Requisition Business Process</b> | Ad-hoc routing allowed for flexibility but led to inconsistent approval models and a lack of standardization across Agencies.      | Standardized, automated approval workflows based on amount and policy. Additional Approvers can be added if necessary, but core routing is system-driven. | <ul style="list-style-type: none"> <li>• Reduces manual work and approval delays.</li> <li>• Improves consistency and compliance.</li> <li>• Requesters cannot insert additional Approvers after saving the requisition.</li> </ul>  |
| <b>Requester Training</b>           | Complex, in-person training required for Requesters, limiting the pool of eligible users and slowing onboarding.                   | Requester Training is streamlined and delivered online, making it easier for more staff to become Requesters and reducing onboarding time.                | <ul style="list-style-type: none"> <li>• Agencies may see an increase in number of Requesters.</li> <li>• Training content must be kept current and accessible.</li> <li>• Online modules can be retaken for refresher training.</li> </ul>  |
| <b>Buyer Requisition Search</b>     | Buyers had limited ability to search for and view requisition details, often relying on manual tracking or incomplete data.        | Buyers have robust search tools and can view detailed requisition information, improving efficiency in managing and sourcing requisitions.                | <ul style="list-style-type: none"> <li>• Supports better workload management for Buyers.</li> <li>• Enhances transparency and tracking of procurement activities.</li> </ul>   |

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| <b>Auto-Sourcing</b>                      | All sourcing was manual, requiring Buyers to review and convert requisitions to POs individually.                                      | Auto sourcing is enabled for Agencies that opt in for catalog/Jaggaer requisitions, converting eligible requisitions to POs on a schedule. Agencies can opt out if desired.    | <ul style="list-style-type: none"> <li>• Increases efficiency and accuracy for routine purchases.</li> <li>• Buyers can focus on complex or high-value sourcing.</li> <li>• Agencies can decide whether to opt in or out.</li> </ul>   |
| <b>PO Types</b>                           | 17–18 PO types in use, leading to complexity and inconsistent usage across Agencies.   | Reduced to around 8 PO types (plus 4 for GDOT Title 32), simplifying selection and standardizing processes.  | <ul style="list-style-type: none"> <li>• Buyers must learn new PO type definitions.</li> <li>• Reduces confusion and supports better reporting.</li> </ul>   |
| <b>PO Business Process</b>                | PO approvals were not standardized and often did not align with requisition approvals, leading to double approvals and inefficiencies. | PO process matches requisition approvals. If PO matches requisition in amount and Worktags, it is auto-approved; otherwise, additional approvals are triggered.                | <ul style="list-style-type: none"> <li>• Prevents redundant approvals.</li> <li>• Speeds up PO processing for straightforward purchases.</li> <li>• Ensures compliance for changes.</li> </ul>   |
| <b>Change Reasons</b>                     | Change reasons were not standardized, making reporting and root cause analysis difficult.  | Standardized, required reason codes for change orders and returns, selected from a dropdown menu.  | <ul style="list-style-type: none"> <li>• Supports consistent reporting and process improvement.</li> <li>• Users must select a reason for every change.</li> </ul>   |
| <b>General Ledger (GL) Account Splits</b> | Users could split a single requisition or PO line by GL account, allowing for flexible cost allocation.                                | GL account splits at the line level are not allowed. Users must create a new line for each GL account allocation; other Worktags (fund, cost center, etc.) can still be split. | <ul style="list-style-type: none"> <li>• Requires user training and process adjustment.</li> <li>• Impacts how complex purchases are structured.</li> <li>• Example: Equipment and installation charges with different GL accounts must be entered as separate lines.</li> </ul> |