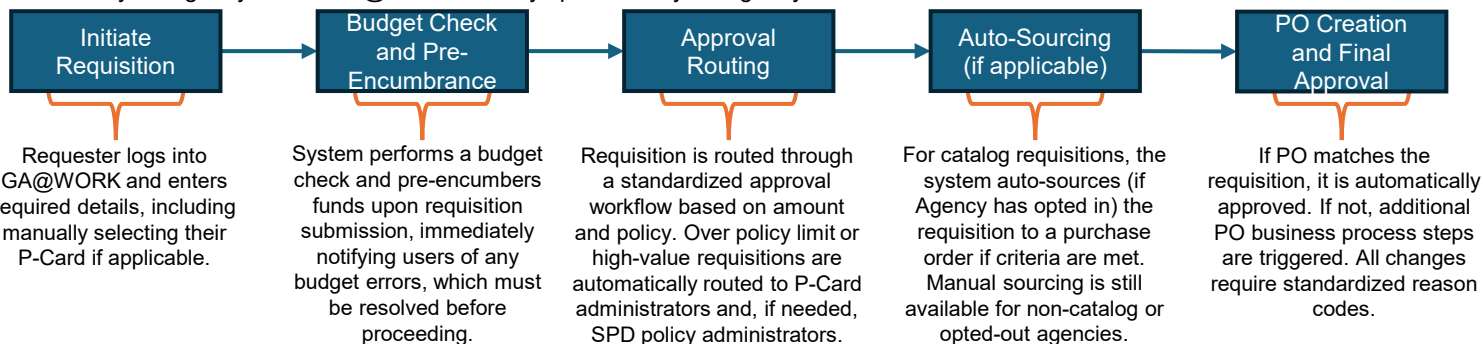# Requisitions - Purchase Orders

PERSONA DESCRIPTION

- The change impacts described here are most applicable to Requesters, Buyers, Budget Managers, and Cost Center Managers.
- This information is not exhaustive, and users are reminded to complete applicable training and review Job Aids.

KEY CHANGES

- For agencies electing to opt in, auto sourcing will be enabled for catalog requisitions only. Agencies electing to auto-source catalog requisitions will have Requesters select a catalog requisition type to enable auto-sourcing. Agencies also can elect to opt out.
- Submitting a requisition now creates a pre-encumbrance (commitment) against the budget, providing earlier visibility into budget impacts.
- The requisition business process is standardized and automated, reducing manual ad-hoc routing and aligning with GA@WORK capabilities.
- Future training for Requesters will be online, making it easier for more staff to gain Requester access.
- Approval processes for requisitions are standardized across agencies.
- Buyers have improved search capabilities and greater visibility into requisition details.
- The number of PO types is reduced for simplicity and consistency.
- The PO business process is more extensive and matches requisition approvals, with automatic approval if the PO matches the requisition.
- Standardized change reason codes are required for change orders and returns.
- Users can no longer split General Ledger (GL) accounts at the line level; instead, new lines must be created for each GL account.
- Cardholders must manually select their P-Card when creating requisitions; card information no longer auto-populates.
- Purchase orders and requisitions will now follow a new numbering system.
- All fully approved requisitions will now pre-encumber funds and reduce your available budget.

SAMPLE WORKFLOW IN REQUISITIONS – PURCHASE ORDERS

- This is a basic overview of a workflow in Requisitions – Purchase Orders.
- Work with your agency and in GA@WORK for any specifics to your agency.

Initiate Requisition	Budget Check and Pre-Encumbrance	Approval Routing	Auto-Sourcing (if applicable)	PO Creation and Final Approval
Requester logs into GA@WORK and enters required details, including manually selecting their P-Card if applicable.	System performs a budget check and pre-encumbers funds upon requisition submission, immediately notifying users of any budget errors, which must be resolved before proceeding.	Requisition is routed through a standardized approval workflow based on amount and policy. Over policy limit or high-value requisitions are automatically routed to P-Card administrators and, if needed, SPD policy administrators.	For catalog requisitions, the system auto-sources (if Agency has opted in) the requisition to a purchase order if criteria are met. Manual sourcing is still available for non-catalog or opted-out agencies.	If PO matches the requisition, it is automatically approved. If not, additional PO business process steps are triggered. All changes require standardized reason codes.

What are benefits of Requisitions – Purchase Orders in GA@WORK?

- Increased efficiency and accuracy through automation and standardization
- Earlier visibility into budget impacts and commitments
- Reduced manual effort for approvals and sourcing
- Improved reporting and auditability with standardized codes and processes
- Easier onboarding and training for new Requesters
- Custom validations to support compliance
- User-friendly search options for easy navigation
- Enhanced reporting with dashboards, visuals and notifications

What challenges could there be to adopting Requisitions – Purchase Orders in GA@WORK?

- Users must adapt to new requirements for selecting cards, requisition types, and handling GL account splits.
- Agencies and users must align with standardized approval workflows and PO types.
- Additional training will be needed on new system features and processes.
- There will be a change in the process for handling budget errors and pre-encumbrances due to budget checking.
- The transition from ad-hoc to automated approval routing may require adjustment.

What is not changing?

- The commitment to ensuring timely payments to suppliers remains unchanged.
- The approval process for payments continues to be a critical step, ensuring accuracy and compliance.

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