

Hot Sheet



Topic	Enabling a Requisitioner to Correct Errors on a RELEASE Requisition
Document Types Involved	Bid <input type="checkbox"/> Requisition <input checked="" type="checkbox"/> PO <input type="checkbox"/> Receipt <input type="checkbox"/> Invoice <input type="checkbox"/> Credit Memo <input type="checkbox"/> Report <input type="checkbox"/> Vendor <input type="checkbox"/> User Profile <input type="checkbox"/> Agency Setup <input type="checkbox"/> Other <input type="checkbox"/>
Reason for Publication	RELEASE Requisitions attempt to integrate with AFIS after the final approval on the document when the document is automatically converting to PO. If AFIS rejects the document for some reason, an error message will be returned and the Release Requisition will be placed in the status of 1RRP-Ready for Purchasing. This is not an expected status for a RELEASE Requisition and specific steps are required to enable the Requisitioner to correct the errors.
Steps Resulting in Scenario	<ol style="list-style-type: none"> 1. A RELEASE Requisition has received final approval and ProcureAZ is automatically attempting to convert the Requisition to a PO. <ol style="list-style-type: none"> a. This is the first time that ProcureAZ attempts to integrate to AFIS on a RELEASE. 2. AFIS found a problem with the data /accounting on the document and an error message was returned on the document. <ol style="list-style-type: none"> a. The approver may or may not have noticed the error message. <p style="margin-left: 40px;">  When a RELEASE Requisition has received an error and no further action has been taken, the status will be Ready for Purchasing. <ul style="list-style-type: none"> • RELEASE Requisitions do not normally display this status </p>
Recommended Strategy	<ol style="list-style-type: none"> 1. Release Requisitions that are in a status of Ready for Purchasing will need to be Disapproved so that the Requisitioner can make corrections to the document. <ol style="list-style-type: none"> a. The disapproval will have to be completed by a Basic Purchasing user (Purchasing Professional) with access to that document. <ul style="list-style-type: none"> • For Delegated Authority agencies, this can be accomplished by one of their agency Purchasing Professionals. • A few Limited Delegation agencies also have an agency Purchasing Professional that can complete this disapproval. • The majority of Limited Delegation agencies will need their SPO Agency Liaison to complete the disapproval. b. Before Disapproving the document, the BP User should copy the error message into the NOTES tab on the document. <ul style="list-style-type: none"> • The error message will disappear from the document when the document is disapproved, so if you do not place it on the NOTES tab, they will not know what the problem is. c. At a minimum, the Disapprover should include a comment of “Disapproving due to AFIS Error. See Notes for Error Message” when Disapproving the document. 2. The Requisitioner will need to Reopen the Requisition to make corrections.

3. After making the corrections, the Requisitioner will need to resubmit the document.
 - a. All of the approvers on the approval path will have to review/process the document again.

1. Release Requisition with Error Message

Release Requisition TRAIN15-00253741 Status: 1RRP - Ready for Purchasing

General | Items | Vendors | Address | Accounting | Routing | Attachments(3) | Notes | Reminders | **Summary**

System Error(s)

- Exception occurred trying to convert RPA requisition to PO. Cause: Exception occurred trying to create POs. Cause: ERROR : COMMGP=1,COMM=2 : The Commodity does not exist on the Commodity Code Table. (A761); ERROR : COMMGP=1,COMM=2 : The Commodity does not exist on the Commodity Code Table. (A761); ERROR : COMMGP=1,COMM=2,ACTG=1 : The Current Fiscal Year, Department and Function does not exist on the Function Table. (A1714); ERROR : COMMGP=1,COMM=2,ACTG=1 : Fund is required.; ERROR : COMMGP=1,COMM=2,ACTG=1 : Unit is required.; ERROR : COMMGP=1,COMM=2,ACTG=1 : Appr Unit is required.; ERROR : COMMGP=1,COMM=2,ACTG=1 : Task is required.; ERROR : COMMGP=1,COMM=1 : The Commodity does not exist on the Commodity Code Table. (A761); ERROR : COMMGP=1,COMM=1 : The Commodity does not exist on the Commodity Code Table. (A761); ERROR : COMMGP=1,COMM=1,ACTG=1 : The Current Fiscal Year, Department and Function does not exist on the Function Table. (A1714); ERROR : COMMGP=1,COMM=1,ACTG=1 : ...

2. BP User Places the error message in the Notes Tab

Release Requisition TRAIN15-00253741

General | Items | Vendors | Address | Accounting | Routing | Attachments | **Notes** | Reminders | Summary

Delete All	Note Date	User	
<input type="checkbox"/>	Jul 12, 2015	DA DATRAIN1	Exception occurred trying to convert RPA requisition to PO. Cause. Exception occurred trying to create POs Cause: ERROR : COMMGP=1, COMM=2 : The Commodity does not exist on the Commodity Code Table. (A761); ERROR :

3. BP User Disapproves the Release Requisition

Approval Actions

Options	<input checked="" type="radio"/> Disapprove
Comment	Disapproving due to AFIS Error. See Notes for Error Message

Screenshots

4. Requisitioner Locates Release Requisition

Home - Welcome Back DA DATRAIN5

News(4) **Reqs(1)** PO(0) Approval(0) My Reminders(0) System Messages(954)

In Progress(0) Ready for Approval(0) Ready for Purchasing(0) **Returned(1)** Gone to PO(0)

Requisition #	Requisition Date	Description	Type
TRAIN15-00253741	07/12/2015	RELEASE Requisition with Accounting error	Release

5. Requisitioner Reopens Requisition to Make Corrections

Approval Path - T2TEST - (Test to confirm path setup is okay)

Delete	Order Sequence	Approver	Alternate Approver	Level	Date Requested	Date	Action	Comments
	1	Carlos Castillo	DA DATRAIN1 DA DATRAIN11 DA DATRAIN16 APPROVER DEPARTMENT Aynesley Wilson	10	07/12/2015 11:31 AM	07/12/2015 11:32 AM	Approved (APPROVER DEPARTMENT)	approving as DA with Approval Rights ONLY
	2	DA DATRAIN1		2	07/12/2015 10:03 PM	07/12/2015 10:03 PM	Returned (DA DATRAIN1)	Disapproving due to AFIS Error. See Notes for Error Message

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