

Hot Sheet



Topic	Using ProcureAZ to Generate Purchase Orders for ACI and/or AIB
Updates	
Document Types Involved	Bid <input type="checkbox"/> Requisition <input checked="" type="checkbox"/> PO <input checked="" 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	<p>GAO requires that State Agencies use the AFIS interagency transfer process to make payments to other State Agencies. Arizona Correctional Industries (ACI) and Arizona Industries for the Blind (AIB) are associated with State Agencies for payment purposes so AFIS interagency payments will be required when a State agency purchases from these two entities.</p> <p>ACI and AIB are vendors in ProcureAZ and have contracts therein. If an agency wishes to use ProcureAZ to track these purchases, they will need to follow a particular methodology for the purchases.</p> <ul style="list-style-type: none"> • State Agencies that want to issue ProcureAZ Purchase Orders to ACI and AIB will need to designate those purchases as P-Card Enabled • It is not a requirement that agencies use ProcureAZ for these purchases. <p>NOTE: ProcureAZ Requisitions/POs that are PCard Enabled are not integrated to AFIS. This means that there are no pre-encumbrances /encumbrances in AFIS for these documents. This facilitates the interagency transfer process because that transfer process cannot liquidate an AFIS encumbrance established by ProcureAZ. The AFIS requirements for the interagency transfer vary based on funding source and amount of the transfer - the agency may be required to manually establish an encumbrance in AFIS. GAO publishes QRGs and your GAO Liaison can provide further details if needed.</p>
Steps Resulting in Scenario	<ol style="list-style-type: none"> 1. State Agency wants to purchase goods/services from ACI or AIB 2. State Agency wishes to track the Purchase and Receipt of the goods in ProcureAZ. 3. State Agency must pay ACI/AIB using the interagency transfer process in AFIS.

Recommended Strategy

STEPS

1. Create a Requisition to Purchase goods.
 - a. The following ACI/AIB contracts have been established as PCard Enabled and can be purchased using a contract **Release**.

AZ Correctional Industries	AZ Industries for the Blind
ADSP015-087910 - Linens	ADSP013-026725 – Document Imaging
ADSP012-013874 - Furniture	ADSP013-026731 – Media Sanitization
ADSP014-065140 – Engraved Products	ADSP014-070164 – Invoice Processing
ADSP014-069815 – Bedding Products	
ADSP015-086672 – Signage/Decals, Plaques	
ADSP014-069824 – Cardboard File Boxes	

- b. Establish an **Open Market** Requisition if the agreed upon goods/services from ACI / AIB are not on an existing contract.
2. Complete the ITEMS tab to add the contract items to your Requisition or enter your Open Market items.
3. Return to the GENERAL tab to click **P-Card desired** if this is a Contract Release
 - a. When it is an Open Market purchase, you can select **P-Card Desired** at the beginning of the document entry process.
4. Complete the rest of the document entry and review the Requisition Summary tab to confirm P-Card Desired is checked.
 - a. Click Submit for Approval
5. After all approvals, Convert to PO
6. Send the PO to Vendor.
 - a. Complete the P-Card dialogue box using the following information:
 - **Card ID:** 9999999999999999
 - **Card Holder Name:** Do Not Process P-Card-AFIS Transfer Paymt
 - **Expiration Month / Year:** <Use any future date>
 - **Bill-to Address:** <Accept default>
7. Process Receipts in ProcureAZ.
8. Process Payment directly in AFIS using the expected transfer process
 - a. Refer to GAO QRG: Process an IETAT or contact your GAO Liaison if you are unsure about how to complete the payment using the AFIS agency transfer process. GAO QRGs may be found at <https://gao.az.gov/trainingevents/training-resources>.

Continued on Next Page

Screenshots

❖ Select the P-Card option on the General Tab of the Requisition

Release Requisition ADSP015-00253972

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

Requisition Number: ADSP015-00253972
Status: 1RI - In Progress
Department*: ADOA - Arizona Department of Administration
Location*: ADGA - ADOA - General Accounting
Required By Date: 
Requisition Type : Release ▼
Invoice Method: Three Way Match ▼
P-Card Enabled:

❖ Notify / Send the PO to Vendor

Vendor Notification Actions

Option(s)
<input checked="" type="radio"/> Send Email and Notify Vendor <input type="radio"/> Set to Printed Status

Save & Continue

Screenshots

❖ Enter Specific information into the Purchase Order PCard dialogue box

- Card ID: 9999999999999999
- Card Holder Name: Do Not Process-Will be Paid via Transfer
- Expiration Month / Year: <Any future date>
- P-Card Bill-to Address: <leave the default in place>

Enter P-card Information For Purchase Order: ADSP014-069824:9

Card ID*:	9999999999999999	Card Holder Name*:	Do Not Process-Will be Paid via Transfer
Expiration Month/Year*:	12 / 2015		
P-Card Bill-to Address	<input type="text"/> 		

ADOA - General Accounting
100 N. 15th Avenue
#302
Phoenix, AZ 85007
US
Email: test@periscopeholdings.com
Phone: (123)456-7890
Id: 23615

Save & Continue Reset Cancel & Exit