



Торіс	Effects of Clicking Final Pay on ProcureAZ Invoice Line Items
Document	Bid 🗆 Requisition 🗆 PO 🛛 Receipt 🗆 Invoice 🖾 Credit Memo 🗆
Types Involved	Report 🗆 Vendor 🗆 User Profile 🗆 Agency Setup 🗆 Other 🗆
Reason for	Final Pay was not functioning properly during ProcureAZ UAT. The vendor fixed/changed the Final Pay methodology shortly before Go
Publication	Live. This document will remind users about what to expect from clicking Final Pay on an Invoice Item.
Steps Resulting	1. AP user is entering an invoice line on the Items > General tab.
in Scenario	a. This is the last payment that is expected on that line item.
	b. User checked Final Pay check box for the line item.
	Results depend on Invoice line item Receint status at time of navment and may impact unit cost
	$\sim$ Critical that the Received amount is accurate before clicking Final Pay
	<ul> <li>Item's unit cost will be improperly adjusted if Received Quantity is not correct when AP clicks Final</li> </ul>
	Pay on the invoice item
	<ul> <li>This INCLUDES Contract Item unit costs</li> </ul>
Recommended	Ensure that the RECEIVED quantity is correct before checking Final Pay
Strategy	PO Items with a status of 3PCR-Complete Receipt when Final Pay is checked on an invoice
	PO Item quantity will remain as is.
	If total paid is less than the remaining PO item amount, the PO Unit Cost will be changed.
	<ul> <li>CALCULATION: Unit Cost = Invoice Item Pre-tax Amount / Received Quantity</li> </ul>
	PO Item will be closed.
	PO Items with a status of 3PPR-Partial Receipt w/Final Pay.
	PO Item quantity will be CHANGED to the Receipt Quantity.
	Item Cost will be changed if not paying the full remaining amount for the items received.
	<ul> <li>CALCULATION: Unit Cost = Invoice Item Pre-tax Amount / Received Quantity</li> </ul>
	PO Item will be closed.
	PO Header (document) will be closed if ALL PO Items have a status of either closed or canceled.

# Final Pay - Scenario 1

## Purchasing

- Ordered: 5 Chairs / Rcvd: 3
- Ordered: 3 Bookcases / Rcvd: 3

# Accounts Payable / Invoicing

- Pay Permit to Pay for each item
- Checked Final Pay

## **Invoice for Scenario 1**

Invoice #: FPI General Items ( Confirmation Messa · Changes saved Item General Validat · You are going to	NV001 Vendor #:000004 Credits Subcontractors Accounges successfully.	1049 Vend Ints Routing	lor Group #:01	es Remin	der Change Order Summary <u>Ba</u>	Stat	tus: 411 - In Progr	ess 🖹	<u>Ordered:</u> 5 Chairs / 3 Bookcases (Blue Rectangles) <u>Received:</u> 3 Chairs (Partial) / 3 Bookcases (Orange Rectangles)
Invoice Item #/ PO Item #	PO Item Status Chair ( Net Unit Cos S15.0000( ) 3PPR - Partial Receipt Receive by quantity? *: Invoice Quantity *: Unit Price *: Service From Date (MM/DD) Service To Date (MM/DD)	PO Item Amount \$75.00 [ [ [ [ [ [ [ [ ] [ ] [ ] [ ] [ ] [ ]	Previous Invoice Amount S0.00 Yes V 3	Descri Permit To Pay	Item ption false Invoice Amount 45.00	Discount %	Original Pay Amount S0.00	Final Pay V	<ul> <li>Invoice Items</li> <li>Pay the Permit to Pay</li> <li>Enter Quantity and Unit Price for Chairs (item 1) since not paying the entire PO Amount</li> <li>Don't have to enter Invoice Quantity and Unit Price for Bookcases (item 2) since paying the entire amount of the PO line item</li> <li>Click Final Pay (Green Rectangle)</li> </ul>
± 2	Bookcases ( Net Unit Cost \$5.0000 3PCR - Complete Receipt	00) \$15.00	\$0.00	\$15.00	15.00	0.0%	\$0.00		• On Save & Continue, system will alert you that you are final paying
			Pay All Items	Save	Invoice Amount Total: \$60.00 & Continue				completely received (Pink Rectangle)

# Auto-created Change Order for Scenario 1 REASON: Final Pay on Item 1 (Chairs) with Partial Receipt

- Quantity decreased to the amount RECEIVED. (Orange Rectangle)
  - > Unit cost not impacted because the cost of each item remains the same as the PO item unit cost.
  - > The Invoice Quantity that you had to fill in to support the integration to AFIS is NOT referenced by ProcureAZ in this calculation.
- A Change Order is sent to the vendor so they will know you don't want the remaining quantity of Chairs (Item 1).
  - > This is why it is CRITICAL that you ensure you have received the proper quantity before clicking Final Pay.
- Total Dollars for the item was reduced to the Permit to Pay Amount for the item. (Green Rectangle)
- PO Status is now Closed because Final Pay was used on ALL/both of the items. (Pink Rectangle)

Open Mark	et Purch	nase Ord	er TRAIN1	5-0866	99									Status: 3	PCO	Closed 🗎
General Items	Vendor	Address	Accounting	Routing	Attachments	Notes	Char	nge Orders(1)	Reminders	Sum	mary					
Change Order #:	1							Pos	sted Date:		05/24/2015	12:50	13 PM			
Comment:	Fir	nal Pay Invoic	e Item - PO Am	ount Adjustr	ment Revision			Pos	sted User:		Elli Balstad					
Created User:	Elli	Balstad						Cre	eated Date:		05/24/2015	12:50	12 PM			
Note to Vendor:     Final Pay Invoice Item - PO Amount Adjustment Revision Item 1 1. Quantity changed from "5.00000" to "3.0".																
Table/Co	lumn	ltem #		De	scription			Comment	Update Us	ier	I	Update	Date		Sho	w to Vendor
PO_ITEM/Q	JANTITY	1	Quantity chan	ged from "5	5.00000" to "3.0"				Elli Balstad		05/24/	2015 1	2:50:13 P	м		Yes
Item Account	ing Chang	ges														
Modified Field	ltem #			Account Co	de			Fiscal Year	I	Descrip	otion	(	Comment	User Upd	lated	Date Updated
Dollar Amount	1 2	2015RMDG	0BL1	AD2000A 5-N91300	D86000-7599 ADA	7000000	CES-	15	Dollar Amou "75.00" to "4	unt char 45.0"	nged from			Elli Bals	tad	05/24/2015 12:50:13 PM
Approval Patl	ıs															
					There are no	approval p	oaths fo	ound for this char	nge order							
				(	ancel & Exit		Prin	t F	Print Vendor C	ору						

## Scenario 1 - PO Line item 1 (Chairs) with Final Pay Before and After Invoice Processing Comparison

#### ProcureAZ PO Line Item BEFORE the invoice is approved

- o Quantity: 5
- o Unit Cost \$15
- o Total Cost: \$75
- o PO Line Item Status: Partial Receipt

Print Sequence # 1.0, Item # 1: Chair 3PPR - Partial Receipt												
NIGP Code: <u>425-06</u> Chairs, Met Reg # / Item #: <u>TRAIN15-00</u>	al )251966	/1										
Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost				
Quantity	5.0	\$15.00	EA - Each	0.00	\$0.00		\$0.00	\$75.00				

#### **ProcureAZ PO Line Item AFTER the invoice is approved for the item with Final Pay**

- Quantity: REDUCED to Amount Received 3 (Blue Rectangle)
- o Unit Cost: Remains the same \$15 ea
- Total Cost: REDUCED to reflect the Reduced Quantity \$45 (Green Rectangle)
- o PO Line Item Status: CHANGED to Reflect Final Pay for the Line Item CLOSED (Orange Rectangle)

NOTE: The PO Document status will be dependent on the status of ALL of the individual line items. It may or may not have changed based on this invoice.

Print Sequence # 1.0,	ltem # 1	: Chai 3PCO-0	Closed						
NIGP Code: <u>425-06</u> Chairs, Meta	al								
Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount		Total Cost
Quantity	3.0	\$15.00	EA - Each	0.00	\$0.00		\$0.00		\$45.00
,								_	

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# Final Pay - Scenario 2

## Purchasing

## Accounts Payable / Invoicing

- Ordered: 5 Chairs / Rcvd: 5
- Ordered: 3 Bookcases / Rcvd: 3
- Paid Less than Permit to Pay for Chairs
- Pay Permit to Pay for Bookcases
- Checked Final Pay

## **Invoice for Scenario 2**

Invoice #: FPI	NV002 Vendor #:000004	4049 Vend	or Group #:01			Stat	tus: 411 - In Progre	ss 🗎	
General Items	Credits Subcontractors Accou	unts Routing	Attachments Not	es Remino	er Change Order Summary Ba	ck to PO			Ordered 5 Chairs / 3 Bookcases
Confirmation Messa	ages								(Dide needangles)
Changes saved	successfully.								Bacaived E Chairs / 2 Backcases
Item General Valida	tion Warnings								(Orenee Destendee)
<ul> <li>You are going t</li> </ul>	o final pay the following partially paid p	po items : [1].							(Orange Rectangles)
Invoice Item #/ PO Item #				lt Descrip	em tion false				Invoice
	PO Item Status	PO Item Amount	Previous Invoice Amount	Permit To Pay	Invoice Amount	Discount %	Original Pay Amount	Final Pay	Paid Less than Permit to Pay for Chairs
		, and an	interest function		, and and		, aj ranoant		(Black Rectangle)
	Chair (Net Unit Cost: \$15.00000)								Enter the Quantity and Unit cost
	3PCR - Complete Receipt	\$75.00	\$0.00	\$75.00	45.00	0.0%	\$0.00		because not paying the entire PO
	Receive by quantity? * :	:	∕es ▼						Amount for Chairs (Item 1)
⊡ 1	Invoice Quantity * :	3							Pay Permit to Pay for Bookcases
	Unit Price * :	1	5						This is the full amount of the PO line so
	Service From Date (MM/	DD/YYYY):							don't have to enter Invoice Quantity and
	Service To Date (MM/DD	)/YYYY):							Unit Price
	Bookcase ( Net Unit Cost: 5.0000	0							Click Finel Day (Crean Destande)
+ 2	3PCR - Complete Receipt	\$15.00	\$0.00	\$15.00	15.00	0.0%	\$0.00		<ul> <li>Click Final Pay (Green Rectangle)</li> <li>On Save &amp; Continue, system will alert you</li> </ul>
					Invoice Amount Total: \$60.00				that you are final naving Item 1 (Chairs) and
			Pay All Items	Save	& Continue				it has <b>not</b> been completely received (Pink
									Restangle)
									nectaligie)

# Auto-created Change Order for Scenario 2 REASON: Final Pay for Less than PO Item Total on Item 1 (Chairs)

- Unit Cost was decreased, instead of Quantity, because all items were received and Final Pay was checked. (Orange Rectangle)
  - When Final pay is checked ProcureAZ divides the total paid (excluding any tax) by the number of items received to calculate the unit price.
  - > The Invoice Quantity that you had to fill in to support the integration to AFIS is NOT referenced by ProcureAZ in this calculation.
- A Change Order is sent to the vendor notifying them of the unit cost change.
  - > This is why it is CRITICAL that you ensure you have received the proper quantity before clicking Final Pay.
- Total Dollars for the item was reduced to the Permit to Pay Amount for the item. (Green Rectangle)
- PO Status is now Closed because Final Pay was used on all of the items. (Pink Rectangle)

Open Mar	pen Market Purchase Order TRAIN15-086700															3PCO	- Closed	Ľ
General Iter	ns Ve	endor	Address	Accounting	Routing	Attachments	Notes	Change	Orders(1)	eminders	Summa	ry						
Change Order	#:	1							Post	ed Date:	C	5/24/2015	01:40	:12 PM				
Comment: Final Pay Invoice Item - PO Amount Adjustment Revision Posted User: Elli Balstad																		
Created User:	Created User: Elli Balstad Created Date: 05/24/2015 01:40:12 PM												:12 PM					
Note to Vendor	ote to Vendor: Final Pay Invoice Item - PO Amount Adjustment Revision Item 1 1. Unit Cost changed from "15.00000" to "9.0".																	
Table	Column		ltem #			Description			Comment	Undate	llser		Unda	te Date		She	w to Vendo	<b>.</b>
Table	/Column	1	Item #			Description			Comment	Update	User	0510	Upda	ite Date		Sho	w to Vendo	or
Table/ PO_ITEM/	/Column UNIT_C	OST	ltem #	Unit Cost c	hanged from	Description 115.00000" to "S	9.0"		Comment	Update Elli Balsta	User d	05/24	Upda 4/2015	ite Date 01:40:12 P	M	Sho	w to Vendo Yes	or
Table PO_ITEM/ Item Accourt	/Column UNIT_C nting (	o Cost Chang	ltem # 1 es	Unit Cost c	hanged from	Description 1 "15.00000" to "9	9.0"		Comment	Update Elli Balsta	User d	05/24	Upda 4/2015	ite Date 01:40:12 P	M	Sho	w to Vendo Yes	or .
Table PO_ITEM/ Item Accour Modified Field	/Column UNIT_C nting (	o COST Chang	ltem # 1 es	Unit Cost d	hanged from Account C	Description 15.00000" to "S code	9.0"		Comment Fiscal Year	Update Elli Balsta	User d Descript	05/24 tion	Upda 4/2015	ote Date 01:40:12 P Comment	M User Up	Sho	w to Vendo Yes Date Upda	ated
Table PO_ITEM/ Item Accourt Modified Field Dollar Amount	Column UNIT_C nting ( l Item #	COST Chang #	1 Item # 1 es 2015RMD0	Unit Cost d Unit Cost d GRANT19600 -0BL	hanged from Account C IAD2000/ 15-N91300-	Description 1 "15.00000" to "9 code AD86000-7599 ADA	9.0"	OCES-	Comment Fiscal Year 15	Update Elli Balsta Dollar Ame "75.00" to	User d Descript ount chang "45.0"	05/24 tion ged from	Upda 4/2015	te Date i 01:40:12 P Comment	M User Up Elli Bal	Sho dated stad	v to Vendo Yes Date Upda 05/24/20 01:40:12	ated PM

## Scenario 2 - PO Line item 1 (Chairs) with Final Pay Before and After Invoice Processing Comparison

### ProcureAZ PO Line Item BEFORE the invoice is approved

- o Quantity: 5
- o Unit Cost \$15
- o Total Cost: \$75
- o PO Line Item Status: Complete Receipt

	Print Sequence # 1.0,	ltem #	1: Chair 3PCR -	Complete Receipt					
	NIGP Code: <u>425-06</u> Chairs, Meta	al 1251966	/1						
In	Dessint Method	Oh	Unit Cost	HOM	Discount %	Total Discount Amt	Tay Date	Tax Amount	Total Cost
- H-	Receipt Method	Caty	Offic Cost	UOM	Discount 76	Total Discount Ami.	Tax Rate	Tax Amount	Total Cost
	Quantity	5.0	\$15.00	EA - Each	0.00	\$0.00		\$0.00	\$75.00

### ProcureAZ PO Line Item AFTER the invoice is approved

- o Quantity: Remains the same since all were received 5
- Unit Cost: REDUCED since didn't pay the full amount for the item CALCULATION: \$45 (Paid) / 5 (Received) = \$9 ea
   (Blue Rectangle)
- Total Cost: REDUCED to reflect the Reduced Unit Cost \$45 (Green Rectangle)
- PO Line Item status: CHANGED to Reflect Final Pay for the Line Item CLOSED (Orange Rectangle)

NOTE: The PO Document status will be dependent on the status of ALL of the individual line items. It may or may not have changed based on this invoice.

	Print Sequence # 1.0,	Item # 1	1:	Chair 3PCO -	Closed					
	NIGP Code: 425-06 Chairs, Met	al								
l	Req # / Item #: TRAIN15-0	0251966	/1							
l	Receipt Method	Qty	Ι	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
	Quantity	5.0	Ι	\$9.00	EA - Each	0.00	\$0.00		\$0.00	\$45.00

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