

Hot Sheet



Topic	Effects of Clicking Final Pay on ProcureAZ Invoice Line Items
Document Types Involved	Bid <input type="checkbox"/> Requisition <input type="checkbox"/> PO <input checked="" type="checkbox"/> Receipt <input type="checkbox"/> Invoice <input checked="" 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	Final Pay was not functioning properly during ProcureAZ UAT. The vendor fixed/changed the Final Pay methodology shortly before Go Live. This document will remind users about what to expect from clicking Final Pay on an Invoice Item.
Steps Resulting in Scenario	<ol style="list-style-type: none"> 1. AP user is entering an invoice line on the Items > General tab. <ol style="list-style-type: none"> a. This is the last payment that is expected on that line item. b. User checked Final Pay check box for the line item. <p style="text-align: center;">Results depend on Invoice line item Receipt status at time of payment and may impact unit cost</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;">  </div> <ul style="list-style-type: none"> ○ Critical that the Received amount is accurate before clicking Final Pay ○ Item's unit cost will be improperly adjusted if Received Quantity is not correct when AP clicks Final Pay on the invoice item <ul style="list-style-type: none"> ▪ This INCLUDES Contract Item unit costs </div>
Recommended Strategy	<p>Ensure that the RECEIVED quantity is correct before checking Final Pay</p> <ul style="list-style-type: none"> ❖ PO Items with a status of 3PCR-Complete Receipt when Final Pay is checked on an invoice <ul style="list-style-type: none"> ➤ 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 style="list-style-type: none"> ▪ CALCULATION: Unit Cost = Invoice Item Pre-tax Amount / Received Quantity ➤ PO Item will be closed. ❖ PO Items with a status of 3PPR-Partial Receipt w/Final Pay. <ul style="list-style-type: none"> ➤ 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 style="list-style-type: none"> ▪ CALCULATION: Unit Cost = Invoice Item Pre-tax Amount / Received Quantity ➤ 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 #: FPINV001 Vendor #:000004049 Vendor Group #:01 Status: 411 - In Progress

General **Items** Credits Subcontractors Accounts Routing Attachments Notes Reminder Change Order Summary [Back to PO](#)

Confirmation Messages

- Changes saved successfully.

Item General Validation Warnings

- You are going to final pay the following partially paid po items : [1].

Invoice Item #/ PO Item #	Item Description false							Final Pay
	PO Item Status	PO Item Amount	Previous Invoice Amount	Permit To Pay	Invoice Amount	Discount %	Original Pay Amount	
1	Chair (Net Unit Cost: \$15.00000)							<input checked="" type="checkbox"/>
	3PPR - Partial Receipt	\$75.00	\$0.00	\$45.00	45.00	0.0%	\$0.00	<input checked="" type="checkbox"/>
	Receive by quantity? *: <input type="text" value="Yes"/> Invoice Quantity *: <input type="text" value="3"/> Unit Price *: <input type="text" value="15"/> Service From Date (MM/DD/YYYY): <input type="text"/> Service To Date (MM/DD/YYYY): <input type="text"/>							
2	Bookcases (Net Unit Cost: \$5.00000)							<input checked="" type="checkbox"/>
	3PCR - Complete Receipt	\$15.00	\$0.00	\$15.00	15.00	0.0%	\$0.00	<input checked="" type="checkbox"/>
Invoice Amount Total: \$60.00								

Ordered: 5 Chairs / 3 Bookcases (Blue Rectangles)

Received: 3 Chairs (Partial) / 3 Bookcases (Orange Rectangles)

Invoice Items

- Pay the Permit to Pay
 - Enter Quantity and Unit Price for Chairs (item 1) since not paying the entire PO Amount
 - Don't have to enter Invoice Quantity and Unit Price for Bookcases (item 2) since paying the entire amount of the PO line item
- Click Final Pay (Green Rectangle)
- On Save & Continue, system will alert you that you are final paying Item 1 (Chairs) and it has **not** been 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 Market Purchase Order TRAIN15-086699

Status: 3PCO - Closed

General
Items
Vendor
Address
Accounting
Routing
Attachments
Notes
Change Orders(1)
Reminders
Summary

Change Order #:	1	Posted Date:	05/24/2015 12:50:13 PM
Comment:	Final Pay Invoice Item - PO Amount Adjustment Revision	Posted User:	Elli Balstad
Created User:	Elli Balstad	Created 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/Column	Item #	Description	Comment	Update User	Update Date	Show to Vendor
PO_ITEM/QUANTITY	1	Quantity changed from "5.00000" to "3.0"		Elli Balstad	05/24/2015 12:50:13 PM	Yes

Item Accounting Changes

Modified Field	Item #	Account Code	Fiscal Year	Description	Comment	User Updated	Date Updated
Dollar Amount	1	2015--RMDGRANT1--9600--AD2000--AD86000-7599---700000--0CES--0BL15-N91300-----ADA	15	Dollar Amount changed from "75.00" to "45.0"		Elli Balstad	05/24/2015 12:50:13 PM

Approval Paths

There are no approval paths found for this change order

Cancel & Exit

Print

Print Vendor Copy

Final Pay - Scenario 2

Purchasing

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

Accounts Payable / Invoicing

- ❖ Paid Less than Permit to Pay for Chairs
- ❖ Pay Permit to Pay for Bookcases
- ❖ Checked Final Pay

Invoice for Scenario 2

Invoice #: FPINV002 Vendor #:000004049 Vendor Group #:01 Status: 411 - In Progress

General **Items** Credits Subcontractors Accounts Routing Attachments Notes Reminder Change Order Summary [Back to PO](#)

Confirmation Messages

- Changes saved successfully.

Item General Validation Warnings

- You are going to final pay the following partially paid po items : [1].

Invoice Item #/ PO Item #	Item Description false	PO Item Status	PO Item Amount	Previous Invoice Amount	Permit To Pay	Invoice Amount	Discount %	Original Pay Amount	Final Pay
1	Chair (Net Unit Cost: \$15.00000)								<input checked="" type="checkbox"/>
	3PCR - Complete Receipt		\$75.00	\$0.00	\$75.00	45.00		\$0.00	<input checked="" type="checkbox"/>
Receive by quantity? *: Yes Invoice Quantity *: 3 Unit Price *: 15 Service From Date (MM/DD/YYYY): Service To Date (MM/DD/YYYY):									
2	Bookcase (Net Unit Cost: \$5.00000)								<input checked="" type="checkbox"/>
	3PCR - Complete Receipt		\$15.00	\$0.00	\$15.00	15.00		\$0.00	<input checked="" type="checkbox"/>
Invoice Amount Total: \$60.00									

Pay All Items Save & Continue

Ordered 5 Chairs / 3 Bookcases
(Blue Rectangles)

Received 5 Chairs / 3 Bookcases
(Orange Rectangles)

Invoice

- Paid Less than Permit to Pay for Chairs (Black Rectangle)
 - Enter the Quantity and Unit cost because not paying the entire PO Amount for Chairs (Item 1)
- Pay Permit to Pay for Bookcases
 - This is the full amount of the PO line, so don't have to enter Invoice Quantity and Unit Price
- Click Final Pay (Green Rectangle)
- On Save & Continue, system will alert you that you are final paying Item 1 (Chairs) and it has **not** been completely received (Pink Rectangle)

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 Market Purchase Order TRAIN15-086700 Status: 3PCO - Closed

General | Items | Vendor | Address | Accounting | Routing | Attachments | Notes | **Change Orders(1)** | Reminders | Summary

Change Order #: 1
 Comment: Final Pay Invoice Item - PO Amount Adjustment Revision
 Created User: Elli Balstad
 Note to Vendor: Final Pay Invoice Item - PO Amount Adjustment Revision Item 1 1. Unit Cost changed from "15.00000" to "9.0".

Posted Date: 05/24/2015 01:40:12 PM
 Posted User: Elli Balstad
 Created Date: 05/24/2015 01:40:12 PM

Table/Column	Item #	Description	Comment	Update User	Update Date	Show to Vendor
PO_ITEM/UNIT_COST	1	Unit Cost changed from "15.00000" to "9.0"		Elli Balstad	05/24/2015 01:40:12 PM	Yes

Item Accounting Changes

Modified Field	Item #	Account Code	Fiscal Year	Description	Comment	User Updated	Date Updated
Dollar Amount	1	2015--RMDGRANT1--9600--AD2000--AD86000-7599---700000--0CES-0BL15-N91300-----ADA	15	Dollar Amount changed from "75.00" to "45.0"		Elli Balstad	05/24/2015 01:40:12 PM

