Hot Sheet Summary

Document	Summary	Published
Inquiry Role Work Around	The ProcureAZ Inquiry Role is not functioning properly. Agencies need to use a work-around to provide Inquiry access to users.	7/7/15
Importance of Selecting Purchase Method on Bids	It is important to consider your desired end result when establishing a Bid, and to follow proper process to support that end result. A Bid with a Purchase Method of Open Market that is tied to a Requisition will automatically create a new pre-encumbrance in AFIS when it is converted to a Purchase Order. A bid with a Purchase Method of Blanket that is tied to a Requisition will NOT automatically create a new pre-encumbrance when converted to a Purchase Order.	7/9/15
Release Requisition Error Process	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.	7/13/15
No Way to Send Approved POs	Some Purchase Orders (both Open Market and Master Blanket) are stuck in Ready to Send (3PRS) status with no way to send them to the vendors. These Purchase Orders were either entered prior to July 7 or were created from a Bid from Fiscal Year 2015. In both cases the Fiscal Year field on the General Tab of the Purchase Order is 2015. Because there is no Fiscal Year roll period this year documents with a Fiscal Year value of 2015 cannot be sent.	7/14/15
AFIS Document Thresholds	AFIS configured document thresholds are being enforced when ProcureAZ documents attempt to integrate. If a document violates these thresholds, the document will receive an error message.	7/14/15
Cancel Open Market POs not tied to Requisitions	Open Market Purchase Orders that are not connected to Requisitions cannot be canceled after saving the General tab until the document has completed an initial successful integration with AFIS.	7/20/15
Do Not Clear System Messages	The System Messages tab is available to all Accounts Payable, Department Access and Basic Purchasing ProcureAZ users. This tab displays key messages generated when documents move through ProcureAZ. The types of messages noted are errors, warnings and successful creation of POs and Clones. These messages are the same messages that are seen on ProcureAZ Documents. The user can clear any/all of the displayed messages – they are not limited to their own documents. This may remove error messages that would help another user identify what needs to be corrected on their document.	7/20/15

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Resolving Purchase Order Integration Errors	A Purchase Order in Ready to Send status is receiving the "Funding Total does not equal Commodity Line Total (A159)" error and there is no explanation for it.	Updated 8/12/2015
Unit of Measure and Specification Fields on PO Line Items	AFIS has strict rules on what information must and must not be present in a purchase order (PO) line item. Every line item on a purchase order must have a valid unit of measure (UOM). The Specification fields (Manufacturer, Brand, Model, Make, Packaging and Property Number) may only contain information for Commodity (Goods) line items. If users enter information into those fields for service line items, their PO will generate an error when trying to send it to the vendor.	7/21/15
Best Practice for Adding Items with a Change Order	When users are adding Items using a Change Order it appears they are often reapplying HEADER Accounting to all items. This appears to cause errors during the AFIS integration.	7/28/15
Requestor Does Not Receive Disapproval Email Notification	When a document is disapproved, ALL people on the approval path are receiving an email regarding the disapproval. The requestor is NOT receiving an email.	7/28/15
Master Vendor as Distributor	The Vendor > Distributors sub-tab on Master Blanket Purchase Orders displays the list of vendors that are authorized to deliver the goods and services outlined in the contract. The vendor selected on the Vendor > General tab will be automatically added as a Distributor. However, if more vendors are added as distributors, the Basic Purchasing user creating the Master Blanket must check the "Include Primary Vendor in the Vendor Distributor List" check box in the Vendor Distributor List to allow Releases off the Master Blanket to be sent to the Master Vendor for purchasing.	7/29/15
Print Sequence Errors	Some users completing change orders on Purchase Orders have reported the print sequence of the items seems to duplicate existing numbers within the item list causing an error. This has also occurred in a non-change order scenario when a Release Requisition was approved to create a Release PO.	7/29/15
AZ State Use Tax and Special Vendor Tax	With the advent of new AFIS, AZ State (Use) Tax is specially categorized in order to streamline agency payments to the Arizona Department of Revenue (ADOR). When purchasing items in ProcureAZ, it is critical that you only select the AZ State (Use) Tax – 5.600% option when it is a Use Tax payment that needs to be remitted to ADOR.	8/10/15
NIGP Codes on Master Blanket and Open Market Purchase Orders	AFIS tables identify NIGP codes that may create Fixed Asset Shells, and the dollar amount that will generate a shell when paying for an item with that NIGP code/dollar amount combination.	8/11/15

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State Agency ProcureAZ Purchases from ACI-AIB	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. If an agency wishes to use ProcureAZ to track these purchases, they need to designate those purchases as PCard Enabled.	8/13/15