|  |  |  |  |
| --- | --- | --- | --- |
| **ProcureAZ Lab Activity LA-1 Data Card** | | | |
| **Open Market Requisition w/Freight to Receipt with Change Orders** | | | **Lab Activity LA-1** |
| **Login Information:** | | | |
| ProcureAZ URL | http://procuretrain.az.gov | | |
| Note your Student Number: |  | | |
| User ID | **DATrain***<student number>* | | |
| Password | **password** | | |
| BP User ID | | **BPTrain***<student number>* | |
| BP Password | | **password** | |
| Approver User ID | | **APPRVTRAIN** | |
| Approver Password | **password** | | |
| Use these values for completing all activities that reference these values: | | | |
| Department | **ADTRN** | | |
| Location | **TRNF** | | |
| **Accounting Information:** | | | |
| **Function Code 1** | | | |
| Budget Fiscal Year | **2015** | | |
| Function | **RMDITA9760** | | |
| Object | **7599** | | |
| **Function Code 2** | | | |
| Budget Fiscal Year | **2015** | | |
| Function | **RMDADM9780** | | |
| Object | **7112** | | |
| Use these values for completing activities: | | | |
| **LA-1** Step A.9 | **Requisition** **#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **LA-1** Step K.3 | **Purchase** **Order** **#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

Activity LA-1

Open Market Requisition with Freight to Receipt with Change Orders

Scenario

The Agency had decided to purchase a boat. They have requested that you place the order. After searching the available contracts, you realize that your purchase will be off-contract. You will create an Open Market Requisition for the boat plus freight.  After placing the order and updating the freight charges via change order you learn that the accounting should have been split between 2 Accounting Lines.

Setup

* Log in to ProcureAZ using the Requisitioner (DA) role from your Training Data Card.

You will

* Create an Open Market Requisition, Convert to PO and Send to Vendor
* Create a Change Order and modify the Unit Cost for the Freight Item
* Create a Receipt to Receive All items
* Create a second Change Order to add an additional account code to the Purchase Order
  + Observe that you cannot modify the Line Item Quantity and Unit Cost if the Item Status is in Complete Receipt.

Steps

1. Create a Requisition with 1 item and Freight (total 2 line items)
2. Create the new Requisition document.
   1. In the Header Bar, click **Documents**.
   2. Hover the mouse over **Requisitions**. The Requisitions menu expands.
   3. Click **New**. The New Requisition document opens.
   4. In the **Department** drop down menu, select **the Department** on your **Training LA-1** **Data Card**.
   5. In the **Location** drop down menu, select **the Location** on your **Training LA-1 Data Card**.
   6. In the **Requisition Type** drop down menu, select **Open Market**.
   7. In the Short Description field, enter today’s date, your user name and Speed Boat (example: 12 May DATrain1 Speed Boat).
   8. Click the **Save & Continue** button. Observe the Confirmation Message that is displayed.
   9. On your Training LA-1 Data Card, write down the **Requisition Number** that has been assigned to the Requisition in the space provided for LA-1Step A.9.
3. Add the first item to the Requisition (will add 2 line items)
   1. Click the **Items** tab.
   2. On the Items > General tab, click the **Add Open Market Item** button.
   3. In the **Description** field, enter Speed Boat.
   4. In the **Quantity** field, enter 1.
   5. In the **Unit Cost** field, enter 975.
   6. In the **NIGP Class** field, click the **eyeglass icon**. The NIGP Code Browse page opens in a pop-up window.
   7. In the **NIGP Keyword** field, enter Boat.
   8. Click the **Search** button.
   9. In the results, click the radio button for **120-23 Boats, Over 21 Feet (Including Ferries).** Click the **Save & Exit** button – this may require you to scroll down.
4. Add second Item to the Requisition.
   1. Click the **Save & Add New** button.
   2. In the **Description** field, enter Freight for Speed Boat.
   3. In the **Quantity** field, enter 1.
   4. In the **Unit Cost** field, and 1.00.
   5. In the **NIGP Class** field, click the **eyeglass icon**. The NIGP Code Browse page opens in a pop-up window.
   6. In the **NIGP Keyword** field, enter Freight.
   7. Click the **Search** button.
   8. In the results, click the radio button for **962-86 Transportation of Goods and Other Freight Services**.
   9. Click the **Save & Exit** button.
   10. Click the **Save & Exit** button again.
5. Search for and add recommended vendors to the Requisition.
   1. Click the Header > Vendors tab.
   2. Click the **Lookup & Add Vendors** button. The Lookup Vendors page opens in a pop-up window.
   3. In the **Vendor Name** field, enter “**Cottage**”, click the **Find It** button.
   4. In the results, click the **Select** check box for **A & A Cottages**
   5. At the bottom of the Lookup Vendors page, click the **Save & Exit** button.
   6. On the Vendors tab, click the **Recommended** check box for **A & A Cottages**.
   7. Click the **Save & Continue** button at the bottom of the page.
   8. In the pop-up dialog box, click **OK** to apply the recommended vendor to Requisition Items.
6. Review the Address information on the Requisition.
   1. Click the Header > Address tab.
   2. Observe the Ship-to and Bill-to Address for the selected Department.
7. Complete the Accounting information on the Requisition.
   1. Click the Header > Accounting tab.

**NOTE: Refer to the Accounting Information section of the Training Data Card**

* 1. Use the accounting information from **Function Code 1** only.
  2. Click the **Save Based on Percentages** button.
  3. Click the **Rebuild for All Items** button. The document will need up to a minute to process the new accounting information.
  4. When the process is complete, click the **OK** button in the dialog box that appears.

1. Add a Note to the Requisition.
   1. Click the **Notes** tab.
   2. In the Note field, enter **Vendor to provide actual Freight charges.**
   3. Click the **Save & Continue** button.
2. Review and Submit the document for approval.
   1. Click the **Summary** tab.
   2. Review all of the information on the document.
   3. Click the Submit for Approval button.
   4. In the dialog box, click **OK**.
   5. On the Approval Path screen, click the **Continue** button.
   6. In the dialog box, click **OK**.
   7. Click the **Logout** button

**Note**: The Facilitator will need to process the approval of your submitted document before proceeding with the next Step. Kindly alert facilitator as previously directed.

1. As the Basic Purchaser, Convert Requisition to Purchase Order and Send to Vendor

User is logged in to the ProcureAZ home page as a user with the Basic Purchaser role.

1. Locate the Requisition with the Ready for Purchasing status.
   1. Login to ProcureAZ by using the **Basic Purchaser Login ID and password** on yourTraining LA-1 **Data Card**
   2. In the Home section, click the **Reqs** tab.
   3. Click the **Reqs** > **Ready for Purchasing** tab.
   4. Click the **View all…** link
   5. Locate the Requisition document number that you wrote down on your Training Card in **LA-1 Step A.9**
   6. Click the **Requisition document number** for the approved document. The document opens to the Summary tab.
2. Convert the Requisition to a Purchase Order using the recommended header vendor.
   1. At the bottom of the Summary tab, click the **Convert to PO** button.
   2. In the dialog box, click **OK**.
   3. Select the radio button for **Single PO using header recommended vendor**.
   4. Verify that the PO Type of the New Purchase Order is **Open Market**.
   5. Click the **Convert to PO** button.
   6. On the Purchase Order(s) are currently in the queue to be processed page, click the **OK** button.
3. Review the created Purchase Order.
   1. Click the **link** to the newly created PO at the top of the Requisition.
   2. Review the information on the new Purchase Order document Summary tab.
   3. Write down the Purchase Order number on the space on the Training Data Card
4. Submit the Purchase Order for approval.
   1. If necessary, click the **Summary** tab.
   2. Click **Submit for Approval** at the bottom of the page.
   3. In the dialog box, click **OK**.
   4. Click **Automatic Approval.**
   5. Click **Save & Continue**. You will be returned to the Summary tab of the Purchase Order.
   6. In the dialog box, click **OK**
   7. Observe that the Purchase Order is now in Ready to Send status.
   8. Scroll to the bottom of the Purchase Order to observe the Vendor Notification status.
   9. Click radio button for **Set to printed status**
   10. Click **Save and Continue**.
   11. In the dialog box, click **OK** This will finalize the Purchase order and set it to Sent status.

**TIP:** Yellow warning messages do not prevent document submission. Red error messages prevent document submission and must be corrected before the document can be successfully submitted

* 1. Click the Logout button

1. You received the freight charges from the Order. Create a Change Order to Update the Freight Charge

User is logged in to the ProcureAZ home page as a user with the Department Access role.

1. Locate the Purchase Order using the Home Page Documents menu.
   1. Login to ProcureAZ by using the **Department Access Login ID and password** on your **Training LA-1 Data Card**
   2. In the Header Bar, click **Documents** > **POs** > **Sent**.
   3. Click the Open Market tab.
   4. Locate your Purchase Order by reviewing the Description (today’s date, your user name and Speed Boat.)
      1. You may need to click the View All button to see your document if there are a lot of POs in Sent status.
   5. Confirm that the Purchase Order number matches the Purchase Order number you wrote on your Training Data Card
   6. Click the **Purchase Order** number in the left column.
2. Create a Change Order for the Purchase Order.
   1. Click the **Change Orders** tab.
   2. Observe that there are currently no Change Orders for the document.
   3. Click the **Create Change Order** button.
3. Update the Freight Charges to the Change Order.
   1. On the Items > General tab, click the **Item #** link in the left column for Item **2**.
   2. In the **Unit Cost** field, change the value from 1.00 to 25.97.
   3. Click the **Save & Exit** button.
4. Observe the Summary tab.
   1. Click the **Summary** tab
   2. Do not add a comment in the **Comment for the whole Change Order** field as this will send an updated PO to the Vendor.
   3. Review the Header/Item Changes section.
5. Submit the Change Order for Approval
   1. Click the **Submit for Approval** button.
   2. In the pop up window, click **OK**.
   3. On the Approval Path screen, review the applied approval path.
   4. Click the **Continue** button.
   5. In the pop up window, click **OK**.
   6. Log out of ProcureAZ

**Note**: The Facilitator will need to process the approval of your submitted document before proceeding with the next Step. Kindly alert facilitator as previously directed.

1. Apply the Change Order to the Purchase Order
   1. Log in to ProcureAZ using the Basic Purchasing (BP) role on your Training Data Card.
   2. Click the magnifying glass and select Purchase Orders from the Documents Type drop down
      1. Enter the Purchase Order number in the PO# field and click find it.
   3. Click the link to the purchase order
   4. Scroll down to the Item Information section on the Purchase Order Summary tab.
   5. Observe the Change Order in Process note.
   6. Scroll up and click the **Change Orders** tab.
   7. Review the Change Order information.
   8. Click the **Change Order** number link **1** in the first column.
   9. Review the Summary tab of the Change Order.
   10. Click the **Apply Change Order** button.
   11. In the pop up window, click **OK**.
   12. Review the Summary tab of the Purchase Order.
   13. When you are finished, click **Home** to return to the Home Page.
   14. Click ProcureAZ Logout icon “**x**”
2. The Speed Boat has been delivered. Create a Receipt for The Item Ordered.

User is logged in to the ProcureAZ home page as a user with the Department Access role.

1. Locate the Purchase Order in Sent status.
   1. Login to ProcureAZ by using the **Department Access Login ID and password** on yourTraining LA-1 **Data Card**
   2. Click Advance Search magnifying glass icon and select Purchase Orders from the Documents Type drop down
      1. Enter the Purchase Order number in the PO# field and click the **Find It** button.
   3. In the Advanced Search results section click the link to the purchase order
   4. On the Summary tab, observe the information on the **Speed Boat** order.
   5. Click the **Create Receipt** button in the middle of the Summary page.
2. Complete the General tab of the Receipt.
   1. On the General tab, in the **Receipt Description** field, enter Received Speed Boat DATrain# (where ‘#’ is your student number).
   2. Observe the information in the other fields on the General tab.
   3. Click the **Save & Continue** button.
   4. Click the **Items** tab.
3. Process the receipt of the Speed Boat.
   1. Observe the information on the Items > General tab for the Receipt Method, Ordered Quantity, and Remaining Quantity and options available.
   2. Click the **Receive All** button located at the bottom left.
   3. Observe the change to the information on the Items > General tab for the Remaining Quantity fields (=0).
4. Review and submit the Receipt.
   1. Click the **Summary** tab.
   2. Review the information on the Summary tab.
   3. At the bottom of the Summary tab, click the **Submit for Approval** button.
   4. Click **OK** to the “Are you sure you want to submit this receipt for approval?” dialogue box.
   5. On the Approval Path screen, select the **radio button** for **Automatic approval**.
   6. Click the **Save &** **Continue** button
   7. In the pop up window, click **OK** to finalize the submission of the approved Receipt.
   8. When you are finished, click **Home** to return to the Home Page.
5. You have been notified that the Speed Boat and Freight charges should be charged to two account codes. Create a Change Order to add another Accounting line to split the charges 60 / 40.

User is logged in to the ProcureAZ home page as a user with the Department Access role.

1. Locate the Purchase Order using the Home Page Documents menu.
   1. Click Advance Search magnifying glass icon and select Purchase Orders from the Documents Type drop down
      1. In the **PO Description** field enter the Description “today’s date, your user name and Speed Boat and click the **Find It** button.
   2. In the Advanced Search results section locate the Purchase Order number that matches the Purchase Order number you wrote on your Training Data Card
   3. Click the **Purchase Order** number in the left column.
2. Create a Change Order for the Purchase Order.
   1. Click the **Change Orders** tab.
   2. Observe that there is currently one Change Orders for the document.
   3. Click the **Create Change Order** button to create a second Change Order.
3. Review the Item information on the Purchase Order.
   1. Observe that the Items Quantity and Unit Cost fields are not editable as the line items has been completely received.
4. Add an additional Account Line to the Order.
   1. Click the Item> Accounting Tab.
   2. On the Items >Accounting tab, click **1** (not the plus sign) to see the account code segments displayed for line item 1
   3. Scroll to the right and change the Percentage of the current account line from 100% to **60**%

**NOTE: Refer to the Accounting Information section of the Training LA-1 Data Card**

* 1. Enter the accounting information from **Function Code 2** in the blank **account line**
  2. Scroll to the right and change the Percentage of the new account line from 0% to **40**%
  3. In the bottom left of the page, change the selection for **Go to after Save**: from Current page to **Exit**
  4. Click the **Save Based on Percentages** button
  5. On the Items >Accounting tab, click the plus sign for Item 1 and then Item 2 to see the account code segments displayed
  6. Toward the bottom left of the Item > Acounting page, confirm that the field **Copy Accounting From Item #** is set to **1** (if not, select 1 from the dropdown menu)
  7. Click the **Apply to all items** button to copy the accounting from item 1 to item 2
  8. In the pop up window, click **OK**
  9. On the Items >Accounting tab, click **2** (not the plus sign) to confirm the account code segments was updated from line item 1

1. Observe the Summary tab.
   1. Click the **Summary** tab
   2. Do not add a comment in the **Comment for the whole Change Order** field as this will send an updated PO to the Vendor.
   3. Review the Header/Item Changes section.
2. Submit the Change Order for Approval
   1. Click the **Submit for Approval** button.
   2. In the pop up window, click **OK**.
   3. On the Approval Path screen, review the applied approval path.
   4. Click the **Continue** button.
   5. In the pop up window, click **OK**.
   6. Log out of ProcureAZ

**Note**: The Facilitator will need to process the approval of your submitted document before proceeding with the next Step. Kindly alert facilitator as previously directed.

1. Apply the Change Order to the Purchase Order
   1. Log in to ProcureAZ using the Basic Purchasing (BP) role on your Training Data Card.
   2. Click the magnifying glass and select Purchase Orders from the Documents Type drop down
      1. Enter the Purchase Order number in the PO# field and click find it.
   3. Click the link to the purchase order
   4. Scroll down to the Item Information section on the Purchase Order Summary tab.
   5. Observe the Change Order in Process note.
   6. Scroll up and click the **Change Orders** tab.
   7. Review the Change Order information.
   8. Click the **Change Order** number link **2** in the first column.
   9. Review the Summary tab of the Change Order.
   10. Click the **Apply Change Order** button.
   11. In the pop up window, click **OK**.
   12. Review the Summary tab of the Purchase Order.
   13. When you are finished, click **Home** to return to the Home Page.
   14. Click ProcureAZ Logout icon “**x**”

In Review, you…

* Created a Change Order to modify the Unit Cost of Freight
* Created a Receipt to Receive All items
* Created a Change Order to add an additional account code to the Purchase Order
* Observe that you cannot modify the Line Item Quantity and Unit Price if the Item Status is Complete Receipt