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| **ProcureAZ Training - Student Data Card** | | |
| Create a RPA Requisition and PO | | Activity LA-10 |
| **Login Information:** | | |
| ProcureAZ URL | http://procuretrain.az.gov | |
| Note your Student Number: |  | |
| User ID | **DATrain***<student number>* | |
| Password | **password** | |
| Approver User ID | **APPRVTRAIN** | |
| Approver Password | **password** | |
| **Accounting Information:** | | |
| **Function Code 1** | | |
| Budget Fiscal Year | **2015** | |
| Function | **GSDBP22300** | |
| Object | **7599** | |
| **Function Code 2** | | |
| Budget Fiscal Year | **2015** | |
| Function | **RMDADM9780** | |
| Object | **7112** | |
| Use these values for completing activities: | | |
| Step B.1 | Department **ADTRN** | |
| Step B.2 | Location **TRNA** | |
| Step B.6 | **Requisition # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| Step B.7 | **Purchase Order # \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
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Activity LA-10

Create a RPA Requisition and PO

Scenario

RPAs (Request for Purchase Authorization) are provided in ProcureAZ to allow you to enter information on products/services that were obtained suddenly/outside the normal procurement process, to allow the agency to address an emergency need. This is not expected to happen often, but when it does, you will want to know how to complete the required data entry.

In this scenario, you had to obtain emergency plumbing repair services due to an after-hours leak. You need to enter the information into ProcureAZ to account for the emergency repair and to enable the vendor to be paid.

Setup

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

You will

* Create a RPA Requisition
* Confirm the automatic creation of the Purchase Order
* Confirm that the newly created Purchase Order is in Complete Receipt status
* Review the Receipt
* Review the Started Invoice

Steps

1. Create the new Requisition document.

In the Header Bar, click **Documents**.

Hover the mouse over **Requisitions**. The Requisitions menu expands.

Click **New**. The New Requisition document opens.

1. Complete the data entry on the General tab.
   1. In the Department drop down menu, select the **Department** on your Training Card.
   2. In the Location drop down menu, select the **Location** on your Training Card.
   3. In the **Requisition Type** drop down menu, select **RPA**.
   4. In the Short Description field, enter: <today’s date> Emergency Plumbing Repair DATrain# (where ‘#’ is your student number, example: 12 MAR Emergency Plumbing Repair DATrain1).
   5. Click the **Save & Continue** button. Observe the Confirmation Message that is displayed.
   6. On your Training Card, write down the **Requisition Number** that has been assigned to the Requisition in the space provided.
   7. On your Training Card, write down the system generated **Purchase Order number** that is displayed in parenthesis () after the Requisition number.
      1. This Purchase Order will be prefixed by RPA and contain a sequentially assigned number.
2. Add two Items to the Requisition.

Click the **Items** tab.

On the Items > General tab, click the **Add RPA Item** button.

**First Item**

In the **Description** field, enter Plumbing Repair Service.

In the **Invoice #** field, enter ***Inv12345***

In the **Payment Due Date** field, click the **Calendar** icon and select tomorrows date**.**

In the **Quantity** field, enter 10.

In the **Unit Cost** field, enter 35.

In the **NIGP Class** field, click the **eyeglass icon**. The NIGP Code Browse page opens in a pop-up window.

In the **NIGP Keyword** field, enter **Plumbing Service**.

Click the **Search** button.

In the results, click the radio button for **914-68 Plumbing**. Click Save & Exit button

Click the **Save & Add New** button.

**Second Item**

In the **Description** field, enter Plumbing Parts

In the **Invoice #** field, enter ***Inv12345***

In the **Payment Due Date** field, click the **Calendar** icon and select tomorrows date

In the **Quantity** field, enter 1.

In the **Unit Cost** field, enter 55.

Since this is a good and the vendor is from Chandler, pick **Chandler – 7.8%** from the **Tax Rate** dropdown.

In the **NIGP Class** field, click the **eyeglass icon**. The NIGP Code Browse page opens in a pop-up window.

In the **NIGP Keyword** field, enter **Plumbing**.

Click the **Search** button.

In the results, click the radio button for 670-06 Compound, Pipe Joint and Tape. Click Save & Exit button

Click Save & Exit button.

Click Save & Continue.

Add a vendor to the Requisition.

Click the **Header > Vendors** tab.

Click the **Lookup & Add Vendor** button.

On the Lookup & Add Vendor page, in the **Vendor Legal Name** field, enter Plumb.

Click the **Find It** button

In the results, select the **Radio button** for **ABC Plumbing and Rooter Co INC**.

Click the **Add Vendor** button.

On the Vendors tab, click the **Save & Continue** button.

Review the Address information on the Requisition.

Click the **Header > Address** tab.

Observe the Ship-to and Bill-to Address for the selected Department.

1. Complete the Accounting information on the Requisition.

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**
  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. Review and Submit the document for approval.

Click the **Summary** tab.

Fix Errors

IF you entered the invoice number and vendor provided for the first item, you will see the error at the top of the page

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| General Item Information Validation Errors |
| * Invoice(s) with vendor # 000027537 already exists in BSO: [INV12345] |

* + 1. Invoice numbers must be unique in ProcureAZ. **In Production**, you would normally have the invoice when entering this transaction since it was an emergency repair. If the vendor did not provide a unique invoice number, you can add an A (or another letter) to the end of the invoice number.

Click the **Items** tab.

Edit the Invoice Number for the first item so it will be unique by adding <today’s date> and <your initials> to the invoice number.

Edit the Invoice Number for the second tem so it will be the same as the invoice number on the first item.

Click Save & Continue.

Click the **Summary** tab.

Review all of the information on the document.

Click the **Submit for Approval** button.

In the dialog box, click **OK**.

On the Approval Path screen click the **Continue** button.

Click the **Home** button to go back to your ProcureAZ home page.

**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. Locate the Requisition with the Gone to PO status.
   1. In the Home section, click the **Reqs** tab.
   2. Click the **Reqs** > **Gone to PO** tab.
   3. Locate the Requisition document number that you wrote down on your Training Card
   4. Click the **Requisition document number**. The document opens to the Summary tab.
   5. Observe the **link** to the newly created PO at the top of the Requisition is the PO number observed earlier.
2. Review the Purchase Order

**Review Receipt**

* 1. Observe that the Purchase Order is in Complete Receipt status
  2. Scroll down the page to the Receipt Information section
     1. Notice that an auto-generated receipt was created.
     2. Click the receipt number to review the receipt. Notice that all of each item was received when the requisition was approved.
     3. Click the **Back to PO** link

**Review Invoice**

* 1. Notice that an In Progress Invoice has been created using the invoice number you provided when completing the Items Tab of the RPA requisition.
     1. Click the invoice number to review the invoice.
     2. AP Staff will need to submit the Invoice so the vendor can be paid for their emergency service.
  2. Click **Home** to return to the Home Page.

In review, you…

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