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| **ProcureAZ Training - Student Data Card** | | |
| Create and Correct a RPA requisition with an Accounting Error | | Activity LA-11 |
| **Login Information:** | | |
| ProcureAZ URL | http://procuretrain.az.gov | |
| Note your Student Number: |  | |
| User ID | **BPTrain***<student number>* | |
| Password | **password** | |
| Approver User ID | **APPRVTRAIN** | |
| Approver Password | **password** | |
| **Accounting Information:** | | |
| **Function Code 1** | | |
| Budget Fiscal Year | **2015** | |
| Function | **ALLO14998** | |
| Object | **7599** | |
| **Function Code 2** | | |
| Budget Fiscal Year | **2015** | |
| Function | **GSDBP22300** | |
| Object | **7599** | |
| 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-11

Create and Correct a RPA Requisition with Accounting Error

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. Unfortunately, you made a mistake when entering the accounting on the RPA. You will learn what the next steps are to complete the document entry.

Setup

* Log in to ProcureAZ using the Basic Purchasing (BP) role from your Training Data Card.

You will

* Create a RPA Requisition
* Complete the steps to correct the accounting error and submit the 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 BPTrain# (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 the plumbing service to the Requisition.

Click the **Items** tab.

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

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

In the **Invoice #** field, enter <today’s date><Lab Session> <your 3 initials> ***Inv121***

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

In the **Quantity** field, enter 5.

In the **Unit Cost** field, enter 40.

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 Save & Continue.

Vendor Tab and 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 **ABS PLUMBING CO**.

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.

Review all of the information on the document.

Click **Submit for Approval** at the bottom of the page.

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

Click **Automatic Approval.**

Click **Save & Continue**. You will be returned to the Summary tab of the Requisition.

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

* 1. Observe the **error message** at the top of the Requisition

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

Locate the Requisition with the Gone to PO status.

* 1. In the Home section, click the **PO** tab.
  2. Locate the Purchase Order document number that you wrote down on your Training Card in **PO > Ready to Send**
  3. Click the **Purchase Order document number**. The document opens to the Summary tab.
  4. Observe the **error message** at the top of the Purchase Order
  5. Scroll to the bottom of the document and you will notice that the only selection in **Vendor Notification Actions** is Set to Printed status

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| System Error(s) |
| * Exception occurred trying to convert RPA requsition to PO. Cause: Exception occurred trying to create a PO from the requisition. Cause: ; The Current Fiscal Year, Department and Function does not exist on the Function Table. (A1714); Fund is required.; Unit is required.; Appr Unit is required.; Task is required.; The Current Fiscal Year, Department and Function does not exist on the Function Table. (A1714); The document could not be submitted due to errors.; ; ; ... |

The message is telling you that the accounting is not valid in AFIS.

**Steps to correct the error**

Cancel the Purchase Order

Click **Cancel PO** button to cancel the Purchase Order

In the dialog box, click **OK**

The status should change to Canceled.

Scroll to the Requisition number /item number within the PO Items section.

* + 1. Click the Requisition number link to return to the Requisition. (you could also search for the requisition – this is just another method to access it)

You will be on the Summary tab of the requisition.

* + 1. Notice the same error message at the top of the requisition
    2. Notice that the Requisition is still in Gone to PO status (which is equivalent to closed)
    3. Scroll to the bottom and click **Clone Requisition**
    4. Click the link to the Cloned requisition at the top of the document

Edit the Cloned Requisition

Go to the General tab and notice the Department / Location.

* + 1. When you clone the document, it defaults to your default department location. If the document was for a different department/location, you would need to update these fields.

Go to the Items > General Tab

* + 1. Note the error messages about the need for the invoice information
       1. That was deleted when the RPA Requisiton was cloned.
    2. Enter the Invoice Number in the **Invoice** Field -- <today’s date><Lab Session> <your 3 initials> ***Inv121***
    3. Enter tomorrow’s date in the **Payment Date** field
       1. Click **Save & Continue**

Review Vendor tab to note that the Vendor is still there

Access the Accounting Header tab

* + 1. Change the function to the **Function Code 2** on your Training Data card

Click the **Save Based on Percentages** button.

Click the **Rebuild for All Items** button. The document will need up to a minute to process the new accounting information.

* + 1. When the process is complete, click the **OK** button in the dialog box that appears

Go to the Summary tab

* + 1. Review all of the information on the document.
    2. Click the **Submit for Approval** button.
    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 Requisition.
    6. In the dialog box, click **OK**.
    7. Click the Purchase order link at the top of the document.

1. 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 services.
  2. Click **Home** to return to the Home Page.

In review, you…

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