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| **ProcureAZ Training Data Card** | | |
| **Release Requisition to Receipt with  Change Orders -- Commodity** | | **Activity # LA-2** |
| **Login Information:** | | |
| ProcureAZ URL | http://procuretrain.az.gov | |
| Note your Student Number: |  | |
| User ID | **DATrain***<student number>* | |
| Password | **password** | |
| Approver ID | **ApprvTrain** | |
| Approver Password | **password** | |
| **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-2 Step B.1 | Department **ADTRN** | |
| LA-2 Step B.2 | Location **TRNF** | |
| LA-2 Step B.6 | **Requisition # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| LA-2 Step K.4 | **Purchase Order # \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Release \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  |  | |

Activity LA-2

Release Requisition w/ Freight to Receipt with Change Orders - Commodity

Scenario

You have been requested to purchase new chairs for your department. The chairs are covered under a contract so you will create a Release Requisition and submit it for approval. Freight is not included in the item cost, so you will also deal with adding Freight to the purchase. After sending the order you are informed by the agency that the quantity needed has decreased. Therefore, you need to reduce the quantity ordered as well as reduce the quantity on the freight. In addition, you are informed by the Vendor that there is a change in the shipped-from location – which requires you to pay more for the shipment of the items.

Setup

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

You will

* Create a Release Requisition and Convert to PO and Send to Vendor
* Create a Change Order to modify the Quantity of the Items and Freight
* Create a Receipt to Receive part of the order
* Create a Change Order to modify the Freight

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.
3. Complete the data entry on the General tab.
   1. In the **Department** drop down menu, select the **Department** on your **Training Data Card**.
   2. In the **Location** drop down menu, select **the Location** on your **Training Data Card**.
   3. In the **Requisition Type** drop down menu, select **Release**.
   4. In the Short Description field, enter today’s date, your user name and Office Chairs (example: 12 May DATrain1 Office Chairs).
   5. Click the **Save & Continue** button. Observe the Confirmation Message that is displayed.
   6. On your Training Data Card, write down the **Requisition Number** that has been assigned to the Requisition in the space provided for **LA-2 Step B.6**
4. Add an Item to the Requisition.
   1. Click the **Items** tab.
   2. On the Items > General tab, click the **Search Items** button.
   3. Click the **Advance Search “+”** to display additional search option fields
   4. In the **Contract/PO #** field, enter [**ADSPO15-085238**](https://procuretrain.az.gov/bso/purchaseorder/seller/poDetailView.sdo?docId=ADSPO15-085238&releaseNbr=0&parentUrl=/requisition/item/quickBuyDisplay.sdo?).
   5. Click the **Find It** button.
   6. The list of Items within the Contract entered displays in Release Results.
   7. In the Release Results section, find the item **Chairs / Seating: Sync Task, Upholstered Seat Mesh Back #TG18293 (Unit Cost $15.60)**, in the **Quantity** field, enter 20.
   8. In the Release Results section, find the item **Freight - Office Furniture**  **(Unit Cost $0.00)**, in the **Quantity** field, enter 20
   9. Click the **Add to Req & Exit** button.
   10. On the Items > General tab, for Item # 2 click the **Enter Info** link to update the unit cost of Freight.
   11. In the **Catalog Price/ Unit Cost** field, enter **2.00** (the estimated price of Freight for each chair shipped)
   12. Click the **Save & Exit** button.
   13. Click Save and Continue
5. Review the Vendors tab.
   1. Click the **Header > Vendors** tab.
   2. Observe the vendors listed along with their Remit-to Address information.
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 **Freight charges will be based on quantity ordered as well as shipped-from location.**
   3. Click the **Save & Continue** button.
2. Review and Submit the document for approval.
   1. Click the **Summary** tab.
   2. Review the information on the Summary page.
   3. Click the **Submit for Approval** button.
   4. In the popup dialog box, click **OK**.
   5. On the Approval Path screen, click the **Continue** button.
   6. Click Home to return to the Home Page
   7. In the popup dialog box, click **OK**.

**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. The Requisition submitted has received the final approval which resulted in the automatic creation of a Release Purchase Order. The next step is to send the Purchase Order to the vendor.
2. Navigate to the Requisitions by document status.
   1. In the Header Bar, click **Documents**.
   2. Hover over **Requisitions**.
   3. Click **Gone to PO**.
3. Locate a Requisition document.
   1. On the **Requisitions – Gone to PO** page, locate the Requisition document that you wrote down on your **Training Data Card**.
   2. Observe that the Requisition appears in the list.
   3. Click the **Requisition document number** to open the document.
   4. Observe that the Item Information section on the Summary tab contains a link to the New Purchase Order document.
4. Review the Purchase Order document.
   1. Click the **Purchase Order number** link to open the Purchase Order document.
   2. Review the information on the Summary tab of the Purchase Order.
   3. Observe the document status (should be Ready to Send)
   4. On your Training Data Card, write down the **Purchase Order #** AND **Release** that has been assigned to the Purchase Order in the space provided at LA-2 Step K.4.
5. Send PO to Vendor
   1. Scroll to the bottom of the **Summary** tab.
   2. Click radio button for **Set to printed status**
   3. Click **Save & Continue**.
   4. In the popup dialog box, click **OK**.
6. Observe the document status (should be **Sent**)
   1. Observe any yellow system warning messages that may have appeared at the top of the document.

**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 Home to return to the Home Page.

1. You have been requested to reduce the quantity of the chairs ordered. You must also reduce the quantity of Freight as the cost of Freight is determined by the quantity ordered.
2. Locate the Purchase Order using the Home Page Documents menu.
   1. In the Header Bar, click **Documents** > **POs** > **Sent**.
   2. Click the Release tab.
   3. Locate your Purchase Order document that you wrote down on your **Training Data Card**.
   4. Click the **Purchase Order** number in the left column.
3. 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.
4. Reduce the Quantity Ordered for the Chairs and Freight.
   1. On the Items > General tab, click the **Item #** link in the left column for Item 1.
   2. In the **Quantity Order** field, change the quantity from 20 to **10**
   3. Click the **Save & Exit** button.
   4. On the Items > General tab, click the **Item #** link in the left column for Item 2.
   5. In the **Quantity Order** field, change the quantity from 20 to **10**
   6. Click the **Save & Exit** button on.
5. Add a comment on the Summary tab in the **Comment for the whole Change Order** that will send an updated PO to the Vendor.
   1. Click the Summary tab
   2. In the **Comment for the whole Change Order** field, enter **Reduced the quantity ordered from 20 to 10**.
   3. Click **Save & Continue**
   4. Review the Header/Item Changes section.
6. Submit the Change Order for Approval
   1. While still on the Summary tab, click the **Submit for Approval** button.
   2. In the pop up window, click **OK**.
   3. In the pop up window, click **OK**.
   4. On the Approval Path screen, review the applied approval path.
   5. Click the **Continue** button.
   6. In the pop up window, click **OK**.

**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
   1. If you are not already on your Purchase order, search for/find that Purchase order.
   2. Click the Change order tab
   3. Confirm that your change order is now in Ready to Send status (this means that it has been approved)
   4. Scroll to the bottom of the Summary page and click **Apply/Delete Change** **Order**
   5. This will display the change order. Click the **Apply Change Order** button
   6. In the pop up window, click **OK**.
   7. The Purchase Order page displays. Observe the quantity are updated on the Items on the Purchase Order.
   8. Click **Home** to return to the Home Page.
2. Create a Receipt to Receive Some of the Items Ordered
3. Locate the Purchase Order in a Sent status.
   1. At the top of the screen, click the magnifying glass icon for the **Advanced Search** feature.
   2. On the Advanced Search page, in the **Document Type** drop down list, select **Purchase Orders**.
   3. In the **PO #** field and **Release Number** field, enter your Purchase Order number that you wrote down on your **Training Data Card**.
   4. In the **Release Number** field, enter your Release number that you wrote down on your **Training Data Card**.
   5. Click the **Find It** button at the bottom of the screen.
   6. In the list of results, click the **Purchase Order #** link to open the Purchase Order.
   7. On the Summary tab, observe the information on the **Chairs** order.
   8. Click the **Create Receipt** button in the middle of the Summary page.
4. Complete the General tab of the Receipt.
   1. On the General tab, in the **Receipt Description** field, enter 5 of 10 Chairs 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.
5. Process the receipt of the Chairs.
   1. Observe the information on the Items > General tab for the Receipt Method, Ordered Quantity, and Remaining Quantity.
   2. Click the **Add Receiving** button in the Actions column for Item 1.
   3. In the **Quantity** field for **Receiving**, enter ***5***.
   4. Click the **Save & Exit** button to save the changes and return to the Items > General page.
6. Process the receipt of Freight
   1. Click the **Add Receiving** button in the Actions column for Item 2.
   2. In the **Quantity** field for **Receiving**, enter ***5***.
   3. Click the **Save & Exit** button to save the changes.

Note: In this case, freight is based on quantity ordered and the above action will ensure that you do not pay for more freight than you received

1. 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 to finalize the submission and create the approved Receipt.   
      Receipt status = Approved for Invoice
   7. When you are finished, click **Home** to return to the Home Page.
2. Create a Change Order to Modify Freight Unit Cost as the vendor notified us that the items were shipped from a location further away and will increase the price of freight per item
3. Locate the Purchase Order using the Home Page Documents menu.
   1. In the Header Bar, click **Documents** > **POs** > **Partial Receipt**.
   2. Click the Release tab.
   3. Locate your Purchase Order document that you wrote down on your **Training Data Card**.
   4. Click the **Purchase Order** number in the left column.
4. 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.
5. Modify the Unit Cost for Freight.
   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 amount from 2.00 to **2.75.**
   3. Click the **Save & Exit** button.

Note: This change is allowed in ProcureAZ as the item was not received in full. When items are received in full, changes to the unit cost and/or quantity are not allowed.

1. Submit the Change Order.
   1. Click the Summary tab
   2. In the **Comment for the whole Change Order** field, enter **Modified Freight cost only**.
   3. Click the **Save &** **Continue** button.
   4. 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. Click **Home** to return to the 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. Apply the Change Order to the Purchase Order
   1. In the Header Bar, click **Documents** > **POs** > **Partial Receipt**.
   2. Click the Release tab.
   3. Locate your Purchase Order document that you wrote down on your **Training Data Card**.
   4. Click the **Purchase Order** number in the left column.
   5. Scroll down to the Item Information section on the Purchase Order Summary tab.
   6. Observe the Change Order in Process note.
   7. Scroll up and click the **Change Orders** tab.
   8. Review the Change Order information.
   9. Click the **Change Order** number **2** link in the first column.
   10. Review the Summary tab of the Change Order.
   11. Click the **Apply Change Order** button.
   12. In the pop up window, click **OK**. The Release Purchase Order page displays
   13. Review the Summary tab of the Purchase Order and observe that Item 2 unit cost has been updated..
   14. When you are finished, click **Home** to return to the Home Page.

In review, you…

* Created a Release Requisition and Convert to PO and Send to Vendor
* Created a Change Order to modify the Quantity of the Items and Freight
* Created a Receipt to Receive part of the order
* Created a Change Order to modify the Freight cost