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| **ProcureAZ Training Data Card** | | |
| **Release Requisition to Receipt with  Change Orders – Temporary Services** | | **Activity # LA-3** |
| **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 | **RMDITA9760** | |
| 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 **TRNF** | |
| Step B.6 | **Requisition # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| Step C.6 | **Vendor A & A Cottages** | |
| Step J.4 | **Purchase Order # \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Release \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| Step Q.6 | **Any File less than 10MB** | |
| Step R.5 | **Any File less than 10MB** | |

Activity LA-3

Release Requisition to Receipt with Change Orders – Temporary Services

Scenario

You need to create a Release Requisition for Temporary Services.  After sending the order you are informed that the project must be completed sooner than expected. Therefore you create a change order to add an additional resource. In addition, you add two attachments.

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.
* Observe Attachments cannot be added to a Purchase Order that has been sent to the Vendor.
* Create a Change Order to modify an item’s quantity and added an additional item.
  + Add attachments to the Purchase Order via Change Order.

Steps

1. Create a Requisition for temporary services
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 Temp Services (example: 12 May DATrain1 Temp Services).
   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-3 Step B.6**

1. Add an Item to the Requisition.
   1. Click the **Items** tab.
   2. On the Items > General tab, click the **Search Items** button.
   3. In the **Search Using** field, enter **Paraprofessional**.
   4. Click the **Find It** button.
   5. The list of vendors is listed to the left of results list. If necessary, click the Show More link to see all of the vendors that have items in the search results.
   6. Scroll down the list of vendors and click on **the company listed** on yourTraining Data Card.
   7. In the Release Results section, for Paraprofessional Services Hourly Rate - Technical, Noncertified Personnel ($80.00/HR), in the **Quantity** field, enter 25.
   8. Click the **Add to Req & Exit** button.
2. Review the Vendors tab.
   1. Click the **Header > Vendors** tab.
   2. Observe the vendors listed along with their Remit-to Address information.
3. 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.
4. 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 2** 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. 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 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. The Requisition you submitted has received the final approval which resulted in the automatic creation of a Release Purchase Order. You want 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 Number** and **Release** number that has been assigned to the Purchase Order in the space provided for LA-3 Step J.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 and 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 informed that the project must be completed earlier than expected. In addition, you need to attach the job descriptions to the Purchase Order. Create a Change Order to reduce the hours for the current resource, add an additional resource and add 2 attachments.
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. Review the Attachment tab.
   1. Click the **Attachment** tab.
   2. Observe that you cannot add an attachment as the Add File button is not present.
4. 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.
5. Update the current resource.
   1. On the Items > General tab, click the **Item #** link in the left column for Item 1.
   2. In the **Quantity** field, change the value from 25 to **20.**
   3. Observe that the **Unit Cost** field cannot be modified.
   4. Click the **Save & Exit** button.
   5. On the Items > General tab, click the **Search Items** button. The Search Items page displays allowing you to search items within the current contract only.
   6. Click the **Find It** button to display all available items.
   7. In the Results section, locate **Clerical Services Hourly Rate ($10.00/HR)**, in the **Quantity** field, enter 20.
   8. Click the **Add to Order & Exit** button.
   9. Click the Items > Accounting tab to add the account codes for the new item (item 2)
      1. Note that message about Accounting distribution missing for item 2 is displayed in red on the screen.
   10. Check the **Select All** box for Item 2 (right side of the screen)
   11. Copy accounting from item 1 should be the default (left side of the screen)
       1. Click **Apply to Selected** to place the same accounting from item 1 on the new item 2.
          1. Red message should disappear.
   12. In the pop up window, click **OK**.
6. Add an Attachment to the Change Order.
   1. Click the **Attachments** tab and observe that attachment can be added via Change Order.
   2. Click the **Add File** button. The Add File page opens.
   3. Click the **Browse** button.
   4. Navigate to the **Documents** folder.
   5. Double-Click **Documents for Training**.
   6. Select the file noted on your **Training Data Card** for **LA-3 Step Q-6**.
   7. Click **Open**.
   8. In the **Name** field, enter **Paraprofessional II**.
   9. In the **Description** field, enter **Additional requirements for** **Paraprofessional II**.
   10. Click the **Save & Exit** button.
   11. Confirm that the Show Vendor checkbox is checked. If not, click the checkbox.
   12. Click the **Save & Continue** button.
7. Add another Attachment to the Requisition.
   1. Click the **Add File** button. The Add File page opens.
   2. Click the **Browse** button.
   3. Navigate to the **Documents** folder.
   4. Double-Click **Documents for Training**.
   5. Select the file noted on your **Training Data Card** for **LA-3 Step R-5**.
   6. Click **Open**.
   7. In the **Name** field, enter **Clerical I**.
   8. In the **Description** field, enter **Additional requirements for** **Clerical I**.
   9. Click the **Save & Exit** button.
   10. Confirm that the Show Vendor checkbox is checked. If not, click the checkbox.
   11. Click the **Save & Continue** button.
8. Observe the Summary tab.
   1. Click the **Summary Tab**
   2. Add a comment in the **Comment for the whole Change Order** field as this will send an updated PO to the Vendor. Enter **Attached additional Job Description for both Resources.**
   3. Review the Header/Item Changes section.
   4. Click **Save & Continue**
9. 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** > **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.
   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 **1** 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.
   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.
* Observed Attachments cannot be added to a Purchase Order that has been sent to the Vendor.
* Created a Change Order to modify an item’s quantity and added an additional item.
  + Added attachments to the Purchase Order via Change Order.