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| --- | --- | --- |
| **ProcureAZ Lab Activity Data Card** | | |
| **Correct Catalog Pricing on Release Purchase Order** | | **Activity LA-4** |
| **Login Information:** | | |
| ProcureAZ URL | http://procuretrain.az.gov | |
| Note your Student Number: |  | |
| User ID | **DATrain***<student number>* | |
| Password | **password** | |
| Approver ID | **ApprvTrain** | |
| Password | **password** | |
| **Accounting Information:** | | |
| **Function Code 1** | | |
| Budget Fiscal Year | **2015** | |
| Function | **RMDADM9780** | |
| 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 G.5 | **Any File less than 10MB** | |
| Step M.2 | **Purchase Order # \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Release \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  |  | |

Activity LA-4

Correct Catalog Pricing on Release Purchase Order

Scenario

You added items to your requisition from a contract that that has catalog pricing. You submitted the requisition without updating those items to include the pricing. You will correct that pricing and then send the PO to the vendor.

Setup

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

Steps

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.

Complete the data entry on the General tab.

Make sure the **Department** matches **the Department on your Training Card**. If it does not select the matching **Department** from the drop down menu.

In the **Location** drop down menu, select **the Location on your Training Card**. If it does not select the matching **Location** from the drop down menu.

In the **Requisition Type** drop down menu, select **Release**.

In the **Short Description** field, enter today’s date, your user name and Catalog Pricing Activity (example: 12 Mar DATrain1 Catalog Pricing Activity).

Click the **Save & Continue** button. Observe the Confirmation Message that is displayed.

On your Training Card, write down the **Requisition Number** that has been assigned to the Requisition in the space provided for Step B.6.

Add three Items to the Requisition.

Click the **Items** tab.

On the Items > General tab, click the **Search Items** button.

Click the **Advanced Search “+”** icon to display addition fields

In the **Vendor Name** field, enter Lexis.

Click the **Find It** button.

The list of items available from Lexisnexis are listed in the results.

Enter a **Quantity** of **2** in each of the first three items In the Release Results section.

* + 1. Notice that the **Unit Cost** field is 0 on these items. This means the contract is based on catalog pricing.

Click the **Add to Req & Exit** button to add the three items.

Review the Vendors tab.

Click the **Header > Vendors** tab.

Observe the vendors listed along with their Remit-to Address information.

Review the Address information on the Requisition.

Click the **Header > Address** tab.

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

Complete the Accounting information on the Requisition.

Click the **Header > Accounting** tab.

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

Use the accounting information from **Function Code 1***.*

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.

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

Optional: Add Attachment to the Requisition.

Click the **Attachments** Tab.

Click the **Add File** button. The Add File page opens.

Click the **Browse** button.

Navigate to the **Documents** folder (look on the left side of the file window for the shortcut).

Double-Click **Documents for Training**.

Select the file noted on your training card for **Step G.5.**

Click **Open**.

In the **Name** field, enter today’s date and Item FAQ.

Click the **Save & Exit** button.

Optional: Add a Note to the Requisition.

Click the **Notes** tab.

In the **Note** field, enter This is a training Requisition.

Click the **Save & Continue** button.

Review and submit the document for approval.

Click the **Summary** tab.

Click the **Submit for Approval** button.

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

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

Go to the Routing tab to review the approval path details.

Click the **Home** button to indicate you have completed the activity.

**Note**: Trainer will need to process the approval of each submitted document before beginning the next activity.

Review/Correct the Release Purchase Order

Setup

* User is logged in with the Requisitioner (DA) role from your Training Data Card.

Steps

1. Navigate to the Requisitions by document status.

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

Hover over **Requisitions**.

Click **Gone to PO**.

Locate a Requisition document.

On the Requisitions – Gone to PO page, locate the Requisition document that you wrote down on your Training Card.

Observe that the Requisition appears in the list.

Click the **Requisition document number** to open the document.

Observe that the Item Information section on the **Summary** tab contains a link to the New Purchase Order document.

Review the Purchase Order document.

Click the **Purchase Order number** link at the top of the document to open the Purchase Order.

On your Training Card, write down the **Purchase Order** and **Release** Numbersthat has been assigned to the Requisition in the space provided for Activity Step M.2.

Review the information on the **Summary** tab of the Purchase Order.

* + 1. Notice that the Alternate ID contains RQ###########
       1. This is the AFIS Document ID for the Requisition (creates PreEncumbrance) that was integrated to AFIS
    2. Notice that the accounting displayed with each item contains many more fields than the three Function Code fields that you entered from your Training Data Card.
       1. This is a result of the AFIS Function Code Inference being passed back to ProcureAZ after the document integration

Observe the document status (should be **Ready to Send**)

Observe that there is a RED Overall Validation warning at the top of the document: Total must be greater than $0.00.

* + 1. This occurred because the Catalog Items were not updated with a unit cost when the requisition was prepared/submitted.

Take the first step to correct the PO

Click the Items Tab.

Click the 1 in the Item Number column to open the item details

* + 1. Notice that none of the fields can be edited.

Since none of the items can be edited, **the correction will need to be made with a change order**

Click the **Change Orders** tab.

Observe that there are currently no Change Orders for the document.

Click the **Create Change Order** button.

Correct Item 1.

On the Items > General tab, click the **Enter Info** link in the Catalog Price /Unit cost column for item 1.

* + 1. Clicking this link will open details for item 1.

NOTE: In PROD, the pricing will be provided on an attachment to the contract. Those attachments are not in the TRAIN environment, so we will provide them

Enter 7.00 in the Catalog Price/Unit Cost field.

Click the **Save & Exit** button.

Correct Item 2.

On the Items > General tab, click the **Enter Info** link in the Catalog Price /Unit cost column for Item 2.

* + 1. Clicking this link will open details for item 2.

NOTE: In PROD, the pricing will be provided on an attachment to the contract. Those attachments are not in the TRAIN environment, so we will provide them

Enter 5.00 in the Catalog Price/Unit Cost field.

Click the **Save & Exit** button.

Correct Item 3.

On the Items > General tab, click the **Enter Info** link in the Catalog Price /Unit cost column for Item 3.

* + 1. Clicking this link will open details for item 2.

NOTE: In PROD, the pricing will be provided on an attachment to the contract. Those attachments are not in the TRAIN environment, so we will provide them

Notice that there is an entry in the Discount % field for this item

Enter 8.00 in the Catalog Price/Unit Cost field.

Click the **Save & Exit** button.

Update the Summary tab on the Change Order.

Click the **Summary** tab

In the **Comment for each ITEM change (not the change order itself)** enter Added Catalog Pricing.

Review the Item Accounting Changes section.

* + 1. Although you didn’t change the account codes, you added the cost, which resulted in a change to the amount of money to be paid from the account.

Click **Save & Continue**

Submit the Change Order for Approval

Click the **Submit for Approval** button.

In the pop up window, click **OK**.

On the Approval Path screen, review the applied approval path.

Click the **Save & Continue** button.

**Note**: The instructor should now pause to make sure everyone has completed the activity up to this point. The next step requires that the instructor has approved each of the Change Orders.

Apply the Change Order to the Purchase Order

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.

Click the link to the purchase order

Scroll down to the Item Information section on the Purchase Order Summary tab.

Observe the Change Order in Process note on the Item Information Header.

Click the **Change Orders** tab.

Click the **Change Order** number 1 link in the first column.

Review the Summary tab of the Change Order.

Scroll do the bottom of the change order to click the **Apply Change Order** button.

In the pop up window, click **OK**.

* + 1. This creates an additional integration in AFIS and will modify the PreEncumbrance so that it contains the correct costs for the items.

Review the Summary tab of the Purchase Order.

* + 1. Each item now contains a cost.

Now you can send the Purchase Order to the Vendor

Click radio button for **Set to Printed** status

Click **Save and Continue**.

Click the **OK** button if status window pops up.

Observe the document status (should be **Sent**)

Click the **Home** button to indicate you have completed the activity.