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| **ProcureAZ Training - Student Data Card**. |
| Two Way Match Release Requisition | Activity LA-5 |
| **Login Information:** |
| ProcureAZ URL | http://procuretrain.az.gov |
| Note your Student Number: |  |
| User ID - ***LOOK CAREFULLY*** | **TrainDA***<student number>* |
| Password | **password1** |
| User ID - ***LOOK CAREFULLY*** | **TrainAPUser***<student number>* |
| Password | **password1** |
| Approver ID | **TRAINDEPTAPPR** |
| 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 **TRAIND1** |
| Step B.2 | Location **ADMIN** |
| Step B.6 | **Requisition # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Step C.6 Vendor | **Funny Farms** |
| Step G.5 File | **Pick Any File less than 10 MB** |
| Step M.2 | **PO # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Release # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Activity LA-5

Create a Two Way Match Release Requisition

Scenario

You are purchasing a newsletter publication that provides twelve months of newsletters for one price. You will process this as a Two Way Match requisition and convert to PO. You will then start an invoice to see the effects of the two way match on the purchasing process.

Setup

* Log in to ProcureAZ using the Requisitioner (DA) role on your Training Data Card.
* Review GAO Policy related to items appropriate for Two Way Match (below is current draft)



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 Two Way Match (example: 12 Mar TrainDA1 Two Way Match).

Select **Two Way Match** from the **Invoice Method** drop down.

* + 1. You will only have Two Way Match if your agency has authorized you to enter this type of document.

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 an Item to the Requisition.

Click the **Items** tab.

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

In the **Search Using** field, enter Newsletter.

Click the **Find It** button.

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.

Scroll down the list of vendors and click on **the vendor listed on your Training Card**.

In the Release Results section, find the ***Yearly Newsletter - 12 months of Newsletters (Unit Cost $50.00)***, and in the **Quantity** field, enter 1.

Click the **Add to Req & Exit** button.

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 **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 two way match Requisition.

Click the **Save & Continue** button.

Review and submit the document for approval.

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.

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 a Release Purchase Order

Scenario

The Requisition you submitted in the previous activity has received the final approval which resulted in the automatic creation of a Release Purchase Order. You want to locate and review the Purchase Order that was created.

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 in Step B.6.

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.

Open the Purchase Order document.

Click the **Purchase Order number** link to open the Purchase Order document.

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

Review the Purchase Order document.

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**)

Send PO to Vendor

Scroll to the bottom of the **Summary** tab.

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.

Click the Logout icon “x”

**Begin an invoice to see the Effects of Two Way Match**

Setup

* User is logged in with the Account Payable User (APUser) role from your Training Data Card.
1. Locate the Purchase Order.

In the Header Bar, click **Documents** > **Invoice** > **New**.

On the New Invoice – Search PO page enter your PO number in the PO# field and the Release number in the Release field (you wrote this on your Training Data Card)

Click the **Find It** button.

Create the new Invoice.

In the search results, select the **radio button** for the Purchase Order.

Click the **Select** button.

Complete the General tab on the Invoice.

In the **Invoice Number** field, enter <today’s date><your three initials>INV9087.

In the **Invoice Description** field, enter Two Way Match ## where ## is your student number.

Click the **Save & Continue** button.

Review Permit to Pay

Click the Items tab

* + 1. Note that the Permit to Pay amount is set to the item cost - $50
		2. You did NOT do a receipt and since the Purchase was a two way match, no Receipt was required.

Return to the Purchase Order

Click the Back to PO link on the Invoice

* + 1. Scroll down to notice that there is an in process invoice on the PO – no Receipt section above it.

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