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| **ProcureAZ Training - Student Data Card** |
| Change accounting on item on In Progress PO | Activity LA-7 |
| **Login Information:** |
| ProcureAZ URL | http://procuretrain.az.gov |
| Note your Student Number: |  |
| User ID | **DATrain***<student number>* |
| Password | **password** |
| BP User ID | **BPTrain***<student number>* |
| BP Password | **password** |
| Approver ID | **ApprvTrain** |
| Approver Password | **password** |
| **Accounting Information:** |
| **Function Code 1** |
| Budget Fiscal Year | **2015** |
| Function | **RMDADM9780** |
| Object | **7599** |
| **Function Code 2** |
| Budget Fiscal Year | **2015** |
| Function | **RMDITA9760** |
| Object | **7599** |
| **Function Code 3** |
| Budget Fiscal Year | **2015** |
| Function | **GSDBP22300** |
| Object | **7599** |
| Use these values for completing activities: |
| Step B.1 | Department **ADTRN** |
| Step B.2 | Location **TRNF** |
| Step B.6 | **Requisition # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Step H.6 | **Any File Less than 10MB** |
| Step I.7 | **Any File Less than 10MB** |
| Step Q.9 | **Purchase Order # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Activity LA-7

Change Accounting on an In Progress Purchase Order

Scenario

You will setup an Open Market Requisition and submit it for approval. After it is converted to PO, you notice that one accounting line for one item needs to be changed. This activity will demonstrate how ‘not’ to complete a change to the accounting on the In Progress and the correct method to accomplish that accounting correction.

Setup

* Log in as the Requisitioner (DA) role on your Training Data Card

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.

In the Department drop down menu, select the Department on your Training Card.

In the Location drop down menu, select the Location on your Training Card.

In the **Requisition Type** drop down menu, select **Open Market**.

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

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.

1. Add an Item to the Requisition.

Click the **Items** tab.

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

In the **Description** field, enter Folding Chair.

In the **Quantity** field, enter 3.

In the **Unit Cost** field, enter 13.

In the **NIGP Class** field enter **425**

In the **NIGP Class Item** field, enter 06.

Click the Save & add new button

1. Add another Item to the Requisition.

In the **Description** field, enter Bookcase.

In the **Quantity** field, enter 2.

In the **Unit Cost** field, and 17.

In the **NIGP Class** field enter **425**.

In the **NIGP Class Item** field, enter 03.

Click the **Save & Exit** button.

1. Search for and add recommended vendors to the Requisition.

Click the Header > Vendors tab.

Click the **Lookup & Add Vendors** button. The Lookup Vendors page opens in a pop-up window.

At the bottom of the Lookup Vendors page, click the **Find Vendors for All Commodity Code on the Req** button.

In the results, click the **Select** check box for **AB & D Custom Furniture**

At the bottom of the Lookup Vendors page, click the **Save & Exit** button.

On the Vendors tab, click the **Recommended** check box for **AB & D Custom Furniture**.

Click the **Save & Continue** button.

In the pop-up dialog box, click **OK** to apply the recommended vendor to all Requisition Items.

1. 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.
	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***.*
	2. Scroll to the right and enter 65 in the percent field of the Accounting line
	3. Click the **Save based on Percentages** button.
		1. A new line will appear above the accounting line you entered.
	4. Enter the Accounting information from **Function Code 2** on the new accounting line
		1. Scroll to the right and enter 35 in the Percent Field for the accounting line you just entered.
	5. Click the **Save based on Percentages** button
	6. Click the **Rebuild for All Items** button. The document will need up to a minute to process the new accounting information.
	7. When the process is complete, click the **OK** button in the dialog box that appears.
1. Optional: Add an Attachment to the Requisition.
	1. Click the **Attachments** tab.
	2. Click the **Add File** button. The Add File page opens.
	3. Click the **Browse** button.
	4. Navigate to the **Documents** folder (look on the left side of the file window for the shortcut).
	5. Double-Click **Documents for Training**.
	6. Select the file noted on your **Training Data Card** for **Step H-6**.
	7. Click **Open**.
	8. In the **Name** field, enter today’s date and Vendor Quote.
	9. Click the **Save & Exit** button.
2. Optional: Add another Attachment to the Requisition.
	1. Click the **Add File** button. The Add File page opens.
	2. Click the **Attachments** tab.
	3. Click the **Add File** button. The Add File page opens.
	4. Click the **Browse** button.
	5. Navigate to the **Documents** folder (look on the left side of the file window for the shortcut).
	6. Double-Click **Documents for Training**.
	7. Select the file noted on your **Training Data Card** for **Step I-7**.
	8. Click **Open**.
	9. In the **Name** field, enter today’s date and Item FAQ.
	10. Click the **Save & Exit** button.
3. Add a Note to the Requisition.

Click the **Notes** tab.

In the Note field, enter This is a Requisition ***to allow us to change accounting on an in-progress PO***.

Click the **Save & Continue** button.

1. 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.

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

Click the **Home** button to go back to your ProcureAZ home page and indicate you have completed the exercise.

Click the Logout icon “**x**”

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

Create an Open Market Purchase Order and correct accounting

Setup

* Log in as the user with the **Basic Purchaser (BP)** role on your Training Data Card.

Steps

1. Locate the Requisition with the Ready for Purchasing status.
	1. Click the **magnifying glass icon** on the top left of the screen.
	2. Select Requisitions from the **Document Type** dropdown.
	3. Enter the Requistion number you recorded on your training data card in the Req# field.
	4. Click **Find It.**
	5. Click the **Requisition document number** in the results section. The document opens to the Summary tab.
2. Convert the Requisition to a Purchase Order using the recommended header vendor.
	1. At the bottom of the Summary tab, click the **Convert to PO** button.
	2. In the dialog box, click **OK**.
	3. Select the (top) radio button for **Single PO using header recommended vendor**.
	4. Verify that the PO Type of the New Purchase Order is **Open Market**.
	5. Click the **Convert to PO** button.
	6. On the Purchase Order(s) are currently in the queue to be processed page, click the **OK** button.
	7. In the dialog box, click **OK**.
3. Review the created Purchase Order.
	1. Click the **link** to the newly created PO at the top of the Requisition.
	2. Note the PO is in status of In Progress
	3. Review the information on the new Purchase Order document Summary tab.
	4. 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. Scroll down to review the Items and the accounting lines.
		1. You notice that the first accounting line is for item1 is not correct for this purchase
1. Attempt to change the incorrect accounting line
	1. Go to the Items > Accounting tab for the first item.
	2. Click the check box under the Select All column for item one.
	3. Click the Delete Selected button.
	4. Click OK when the dialog box appears.
	5. This method of correcting accounting will result in an error message containing: Funding Total does not equal Commodity Line Total.
		1. The accounting cannot be edited/fixed using this manner. The reason is that the document has already been integrated to AFIS and the deletion is not providing new accounting for AFIS. When editing the accounting on the integrated document, replacement accounting needs to be provided.
2. Correct the Incorrect Accounting

Click the number 1 (not the plus sign) to open the items accounting tab for Item 1

Check the Delete box (left most column) on the top (incorrect accounting line)

Enter the **Function Code 3** accounting on the top/blank accounting line

Scroll to the right and enter the same percentage as the accounting line that is being deleted in the Percent column (35)

Click Save based on Percentages

* + 1. This method works because the wrong accounting is being deleted simultaneously with the identification of the replacement accounting.

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

1. Submit the Purchase Order for approval.
	1. Click the **Summary** tab.
	2. Click **Submit for Approval** at the bottom of the page. Click **OK**.
	3. Click **Automatic Approval.**
	4. Click **Save & Continue, then OK**. You will be returned to the Summary tab of the PO.
	5. Observe that the Purchase Order is now in Ready to Send status.
	6. Scroll to the bottom of the Purchase Order to observe the Vendor Notification status.
	7. Click the **Set to Printed status** options.
	8. Click **Save and Continue**. This will finalize the Purchase order and set it to Sent status. Then click **OK**.
	9. Write down the Purchase Order number on the Training Data Card section