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| **ProcureAZ Training Data Card** |
| **Release Requisition /Convert to PO/Cancel Receipt** | **Activity LA-8** |
| **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 | **RMDADM9780** |
| Object | **7112** |
| **Function Code 2** |
| Budget Fiscal Year | **2015** |
| Function | **ALLO14998** |
| Object | **7599** |
| Use these values for completing activities: |
| Step B.1 | Department **ADTRN** |
| Step B.2 | Location **TRNA** |
| Step B.6 | **Requisition # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Step G.6 | **Any File less than 10MB** |
| Step N.2 | **Purchase Order # \_\_\_\_\_\_\_\_\_\_\_\_\_\_Release \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Step U.2 | **PO Actual Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Activity LA-8

Create a Release Requisition/ Convert to PO / Cancel Receipt

Scenario

The agency needs some replacement lights for some signs. This activity will have you create the requisition to order the items on contract, send the PO to the vendor and receive the items that are shipped. After the receipt, the agency determines that they do not want the remaining items. You will process a cancel receipt and observe the effects of that action on the Purchase order.

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 Data 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 Data 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 Cancel Receipt (example: 12 Mar DATrain1 Cancel Receipt).

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

On your Training Data 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 **Sign.**

Click the **Find It** button.

The list of vendors is listed to the left of results list.

* + 1. Click the **Show more** link to display additional Vendors
		2. Click the vendor name **SKYLINE PRODUCTS INC** to display only their contract items.

Click the Search Results **Unit Cost** column header ONCE to sort the results and place the least expensive at the top of the list.

Select two items for your requisition

* + 1. Find the ***Item*** TYPE 1 SIZE ADJUSTMENT (AMBER)  ***(Unit Cost $25)***, and in the **Quantity** field, enter 5.
		2. Find the ***Item*** TYPE 6 SIZE ADJUSTMENT (RGB COLOR)  ***(Unit Cost $30)***, and in the **Quantity** field, enter 3.

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

Review the Vendors tab.

Click the **Header > Vendors** tab.

Observe the vendor 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 an 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 Data Card** for **Step G.6.**

Click **Open**.

In the **Name** field, enter today’s date and Vendor Quote.

Click the **Save & Exit** button.

Optional: Add a Note to the Requisition.

Click the **Notes** tab.

In the **Note** field, enter This is the beginning of a fun activity.

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.

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

Click the Routing tab to review the approval path details.

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

Click Logout icon **“x”**.

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

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Review a 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 Data 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 Data Card, write down the **Purchase Order Number** that has been assigned to the Requisition in the space provided for Step N.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**)

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 on status window pop up.

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

* + 1. Notice that the Alternate ID contains PO###########
			1. The PreEncumbrance has been released and an Encumbrance has been established in AFIS using this Document ID
			2. The PreEncumbrance (RQ) document number has been moved and is now displayed in the Commodity Reference Id

Click Logout icon **“x”**.

Part of the order for item one was received and all of the item 2. Create a receipt for those items

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

Steps

1. Locate the Purchase Order in a Sent status.

At the top of the screen, click the magnifying glass icon for the **Advanced Search** feature.

On the Advanced Search page, in the **Document Type** drop down list, select **Purchase Orders**.

In the **PO number field**, **enter** the PO Number that you wrote down on your Training Data Card

In the Release Number Field enter the Release that you wrote down on your Training Data Card

Click the **Find It** button at the bottom of the screen.

In the list of results, click the **Purchase Order #** link to open the Purchase Order.

On the Summary tab, confirm that you have selected YOUR document

* + 1. Confirm that your login is listed as the Purchaser

Scroll down to click the **Create Receipt** button in the middle of the Summary page.

Complete the General tab of the Receipt.

On the General tab, in the **Receipt Description** field, enter Partial Shipment DATrain# (where ‘#’ is your student number).

Observe the information in the other fields on the General tab.

Click the **Save & Continue** button.

Click the **Items** tab.

Process the receipt of some of Item 1 (TYPE 1 SIZE ADJUSTMENT (AMBER)).

Observe the information on the Items > General tab for the Ordered Quantity, Receipt Method, and Remaining Quantity.

Click the **Add Receiving** button in the Actions column for Item 1.

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

Click the **Save & Exit** button to save the changes.

Process the receipt of all of Item 2 (TYPE 6 SIZE ADJUSTMENT (RGB COLOR)).

Click the **Add Receiving** button in the Actions column for Item 2.

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

Click the **Save & Exit** button to save the changes.

Review and submit the Receipt.

Click the **Summary** tab.

Review the information on the Summary tab.

At the bottom of the Summary tab, click the **Submit for Approval** button.

Click **OK** to the “Are you sure you want to submit this receipt for approval?” dialogue box.

On the Approval Path screen, select the **radio button** for **Automatic approval**.

Click the **Save &** **Continue** button to finalize the submission and create the approved Receipt.

Click **OK** to the dialogue pop up box.

When you are finished, click **the Back To PO link** at the top of the Receipt toreturn to the Purchase Order.

1. Review the Purchase Order in a Partial Receipt status.

Notice that the Purchase Order Status is Partial Receipt.

* + 1. Click the icon to the right of the status  to review the status changes/timestamps on this document
		2. Click the **Close Window** button.

On your Training Data Card, write down the **Actual Cost** from the Purchase Order Number Step U.2.

Notice that there are no Change Orders on the Change Order tab.

The agency has decided that it does not want three of the Type 1 (Item 1). You need to process a Cancel Receipt to let the vendor know that these items are no longer needed.

1. Scroll down to the Receipt Information section of the PO
	1. Click the click the **PO Receipts Summary** button to review the current situation.
		1. Notice that the summary indicates that the remaining quantity for Item 1 is 3 and that item 2 has a remaining quantity of 0.
		2. Click the **Create Receipt** button at the bottom of the PO Receipts Summary to start a new Receipt.
2. Complete the General tab of the Receipt.
	1. On the General tab, in the **Receipt Description** field, enter Cancel Item 1 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.

Process the cancellation receipt.

Observe the information on the Items > General tab for the Ordered Quantity, Receipt Method, and Remaining Quantity.

Since the agency no longer wants the 3 remaining #1 items, click the **Cancel Item** button in the Actions column for Item 1.

This will automatically generate a receipt and place 3 in the **Quantity** field

Type a Comment such as “**Agency no longer needs these** **items** “ in the comments field for the cancelled items

Click the **Save & Exit** button to save the changes.

Review and submit the Receipt.

Click the **Summary** tab.

Review the information on the Summary tab.

At the bottom of the Summary tab, click the **Submit for Approval** button.

When asked if you want to submit the receipt for approval click **OK**.

On the Approval Path screen, select the **radio button** for **Automatic approval**.

Click the **Save &** **Continue** button to finalize the submission and create the approved Receipt.

Click **OK** after the document has finished processing to refresh the screen.

Review the effects of the Cancel Receipt on the Purchase Order.

Click **the Back To PO link** at the top of the Receipt toreturn to the Purchase Order.

Notice that the Purchase Order status is now 3PCR - Complete Receipt

Compare the value in the displayed Actual Cost field to the amount you wrote on the Training Data Card for PO Actual Cost. The new value is less than what you’ve recorded

Notice there is a (1) on the Change orders tab.

* + 1. Click the Change Order tab. You should see a change order with a description of: PO Receipts - Revision for Cancel/Cancel Adjustment/OverReceiving Receipt Items
		2. Click the number 1 in the Change Order # column to review the change order
		3. Click **Cancel & Exit** to return to the PO

In review, you…

* Created a Release Requisition and Convert to PO and Send to Vendor
* Created a Receipt to Receive part of the order
* Created a Cancellation Receipt to remove items no longer needed by the agency