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| --- | --- | --- | --- |
| **ProcureAZ Training - Student Data Card** | | | |
| Open Market Requisition to PO to allow Processing of Receipt Scenarios | | | Activity LA-9 |
| **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 User ID | | **APPRVTRAIN** | |
| Approver Password | | **password** | |
| Use these values for completing all activities that reference these values: | | | |
| Department | **ADTRN** | | |
| Location | **TRNF** | | |
| **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.6 | **Requisition** **#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Step J.6 | **Select any file less than 10MB** | | |
| Step P.9 | **Purchase** **Order** **#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

Activity LA-9

Open Market Requisition to PO to allow Processing of Receipt Scenarios

Scenario

Your agency has needs to purchase a fishing boat and oars. There are no existing contracts with a vendor so you will need to create an Off-Contract Open Market Requisition to request the purchase of the items. You are the Basic Purchaser for the Requisition submitted for the boat/oars. The document meets all business rules and is approved for purchase. You will convert the Requisition to a Purchase Order. You have received a shipment of oars and need to process the Receipt in ProcureAZ. You will locate the Purchase Order document that was used to order the oars and create the Receipt. One of the oars was damaged, so you will need to return the oar to the vendor and indicate the return on the Receipt. You will also discover that the original receipt was incorrect and that you need to process an adjustment to correct the mistake.

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**.

In the Short Description field, enter today’s date, Fishing Boat and Oars DATrain# (where ‘#’ is your student number, example: 12 MAR Fishing Boat and Oars DATrain1).

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.

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 Fishing Boat.

In the **Quantity** field, enter 1.

In the **Unit Cost** field, enter 250.

In the **NIGP Class** field, click the **eyeglass icon**. The NIGP Code Browse page opens in a pop-up window.

In the **NIGP Keyword** field, enter Boat.

Click the **Search** button.

In the results, click the radio button for **120-21Boats, 21 Feet and Under**. Click the **Save & Exit** button.

In the **Property Number** field, enter 7985

Click the Save & Exit button

1. Add another Item to the Requisition.

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

In the **Description** field, enter Boat Oars.

In the **Quantity** field, enter 6.

In the **Unit Cost** field, and 5.

In the **NIGP Class** field, click the **eyeglass icon**. The NIGP Code Browse page opens in a pop-up window.

In the **NIGP Keyword** field, enter Oars.

Click the **Search** button.

In the results, click the radio button for **120-70 Paddles and Oars**.

Click the **Save & Exit** button.

Click **Save & Exit** again.

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 boxes for **Melcher Marine LLC, dba Loyd’s Marine** and **Maurer Marine Inc**.

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

On the Vendors tab, click the **Recommended** check box for **Melcher’s Marine LLC, dba Loyd’s Marine**.

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.

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 BUT DO NOT ENTER INFORMATION IN THE OBJECT FIELD; LEAVE THE OBJECT FIELD BLANK***.*
  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 accounting

On the Items >Accounting tab, click **1** (not the plus sign) to see the account code segments displayed for line item 1

* + 1. Note that the Object field has a value in it
    2. Click the **Cancel & Exit** button

On the Items >Accounting tab, click **2** (not the plus sign) to see the account code segments displayed for line item 2

* + 1. Note that the Object field remains BLANK. The NIGP and dollar amount combination was not included in the Object Inference table

Add the Object for Item 2

Type 7599 in the Object field

Click the Save Based on Percentages button

1. Optional: Add another 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 on the Training Card** file.
   7. Click **Open**.
   8. In the **Name** field, enter today’s date and Item FAQ.
   9. Click the **Save & Exit** button.
2. Add a Note to the Requisition.

Click the **Notes** tab.

In the Note field, enter This is a Requisition so I can do some receipts.

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.

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

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

Create an Open Market Purchase Order

Scenario

You are the Basic Purchaser for the Requisition submitted for the boat/oars. The document meets all business rules and is approved for purchase. You will convert the Requisition to a Purchase Order.

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. In the Home section, click the **Reqs** tab.
   2. Click the **Reqs** > **Ready for Purchasing** tab.
   3. Click the **View All** link.
   4. Locate the Requisition document number that you wrote down on your Training Card in Activity 5.1.
   5. Click the **Requisition document number** for the approved document. 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 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. Review the information on the new Purchase Order document Summary tab.
   3. 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. Submit the Purchase Order for approval.
   1. If necessary, 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, OK, then OK** again. 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 one of the available options.
   8. Click **Save and Continue**. This will finalize the Purchase order and set it to Sent status. Then click **OK**, then **OK** again.
   9. Write down the **Purchase Order** number on the Training Data Card
2. Locate the Requisition with the Gone to PO status.
   1. In the Header Bar, click **Documents**.
   2. Hover over **Requisitions**.
   3. Click **Gone to PO**.
   4. Locate the Requisition document that you wrote down on your Training Card.
   5. Observe that the Requisition appears in the list.
   6. Click the **Requisition document number** to open the document.
   7. Observe that the Item Information section on the Summary tab contains a link to the New Purchase Order document.

Create Receipt Documents

Scenario

You have **received a shipment of oars** and need to process the Receipt in ProcureAZ. You will locate the Purchase Order document that was used to order the oars and create the Receipt. **One of the oars was damaged,** so you will need to return the oar to the vendor and indicate the return on the Receipt. You will also discover that the original receipt was incorrect and that you need to process an adjustment to correct the mistake,

Setup

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

Steps

1. Locate the Purchase Order in a Sent status.
   1. At the top of the screen, click the magnifying glass icon for the **Advanced Search** feature.
   2. On the Advanced Search page, in the **Document Type** drop down list, select **Purchase Orders**.
   3. In the **PO Description** field, enter oars datrain# (where # is your student number).
   4. In the **PO Date(MM/DD/YYYY)** field enter today’s date or click on the calendar icon and click on today (highlighted in yellow).
   5. Click the **Find It** button at the bottom of the screen.
   6. In the list of results, click the **Purchase Order #** link to open the Purchase Order.
   7. On the Summary tab, observe the information on the **boat and oars** order.
   8. Click the **Create Receipt** button in the middle of the Summary page.
2. Complete the General tab of the Receipt.
   1. On the General tab, in the **Receipt Description** field, enter Oar Receipt 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.
3. Process the receipt of the oars.
   1. Observe the information on the Items > General tab for the Ordered Quantity, Receipt Method, and Remaining Quantity.
   2. Click the **Add Receiving** button in the Actions column for Item 2.
   3. In the **Quantity** field for **Receiving**, enter 5.
   4. Click the **Save & Exit** button to save the changes.
4. Review and submit the Receipt.
   1. Click the **Summary** tab.
   2. Review the information on the Summary tab.
   3. At the bottom of the Summary tab, click the **Submit for Approval** button.
   4. Click **Ok** to the “Are you sure you want to submit this receipt for approval?” dialogue box.
   5. On the Approval Path screen, select the **radio button** for **Automatic approval**.
   6. Click the **Save &** **Continue** button to finalize the submission and create the approved Receipt.
   7. In the dialog box, click **OK**.
   8. Click the Back to PO link on the receipt
5. Pretend a few days went by and create another receipt
   1. Click the **Create Receipt** button in the middle of the Summary page on the Purchase order
6. Complete the General tab of the Receipt.
   1. On the General tab, in the **Receipt Description** field, enter Received the Boat 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.
7. Process the receipt of the boat and return a damaged oar.
   1. Observe the information on the Items > General tab for the Ordered Quantity, Receipt Method, and Remaining Quantity.
   2. Click the **Add Receiving** button in the Actions column for Item 1 (BOAT).
   3. In the **Quantity** field for **Receiving**, enter ***1***.
   4. Click the **Save & Exit** button to save the changes.
   5. Click the **Add Receiving** button in the Actions column for Item 2 (oars).
   6. The oar was damaged and you need to return it, so enter **1** in the **Quantity** field for **Return**.
   7. In the **Comment** field enter ***Oar arrived damaged***.
   8. Click the **Save & Exit** button to save the changes.
8. Review and submit the Receipt.
   1. Click the **Summary** tab.
   2. Review the information on the Summary tab.
   3. At the bottom of the Summary tab, click the **Submit for Approval** button.
   4. When asked if you want to submit the receipt for approval click **OK**.
   5. On the Approval Path screen, select the **radio button** for **Automatic approval**.
   6. Click the **Save &** **Continue** button to finalize the submission and create the approved Receipt.
   7. Click **OK** after the document has finished processing to refresh the screen if asked.
9. Click the Back to PO Link at the top of the receipt

Scroll down to the Receipt Information and click **PO Receipts Summary**.

Review the information for item 2 (oars) and notice that you have entries in the received and returned columns.

Click **Exit** to return to the PO

1. Another day has passed and as you are looking at your oar inventory, you have noticed that the original receiver was incorrect. The agency only received 4 oars, not 5 at that time. To make the correction, you need to process an Adjustment.
   1. Click **Create Receipt** in the PO Receipt information section to begin a receipt for this adjustment.
2. Complete the General tab of the Receipt.
   1. On the General tab, in the **Receipt Description** field, enter Miscount of Oars 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.
   5. .Click the **Add Adjustment** button in the Actions column for Item 2 (oars).
   6. You originally only received 4 oars, not 5 so enter -1 (it is negative because you need to reduce the amount you received) in the **Quantity** field for **Receiving Adjustment**.
   7. In the **Comment** field enter ***Miscounted during original receipt***.
   8. Click the **Save & Exit** button to save the changes.
3. Review and submit the Receipt.
   1. Click the **Summary** tab.
   2. Review the information on the Summary tab.
   3. At the bottom of the Summary tab, click the **Submit for Approval** button.
   4. When asked if you want to submit the receipt for approval click **OK**.
   5. On the Approval Path screen, select the **radio button** for **Automatic approval**.
   6. Click the **Save &** **Continue** button to finalize the submission and create the approved Receipt.
   7. Click **OK** after the document has finished processing to refresh the screen if asked.
4. Click the **Back to PO** Link at the top of the receipt

Scroll down to the Receipt Information and click **PO Receipts Summary**.

Notice under the Received Qty for Item two, you now have a Qty Adj of -1 due to the entered adjustment receipt.