



Create Invoice in ProcureAZ, Request Payment in AFIS

Process triggers when Vendor fulfills order through a delivery of goods or services.

1. Vendor sends Invoice for items delivered with PO reference and a unique Invoice Number.
 - a. If Vendor sends Invoice to Accounts Payable, skip to #3.
 - b. If Vendor sends Invoice to Requestor/Program, continue to #2.
2. Requestor (Program) forwards invoice to A/P; continue to #3.
3. A/P determines whether Invoice references a ProcureAZ Purchase Order number.
 - a. If the PO references an open ProcureAZ order, skip to #5.
 - b. If the PO does not reference an open ProcureAZ order, continue to #4.
4. A/P resolves missing PO by finding PO number (go back to #3), requesting PO (PO Process), or rejecting Invoice back to vendor (end process).
5. A/P determines whether PO lines on Invoice are in Partial or Complete Receipt status in ProcureAZ.
 - a. If lines on Invoice are received and Ready to Invoice, skip to #10.
 - b. If lines on Invoice are not received and Ready to Invoice, continue to #6.
6. A/P asks Program or Receiving whether Vendor has delivered items.
 - a. If A/P learns that Vendor has not completed delivery, hold at #6.
 - b. If A/P learns that Vendor has made a delivery, continue to #7.
7. A/P asks Requestor or Receiving to enter Receipt for delivered items; continue to #8.
8. Requestor or Receiving enters Receipt; continue to #9.
9. Requestor or Receiving notifies A/P that Receipt was entered; continue to #10 (by way of #5).
10. A/P determines whether any Invoice Unit Price is greater than the corresponding PO price.
 - a. If Invoice Unit Price is greater than the PO price, go back to #4.
 - b. If Invoice Unit Price is less than or equal to the PO price, continue to 11.
11. A/P enters Invoice into ProcureAZ with attached scan; continue to #12.
- 12.. A/P determines whether the Accounting on the PO is correct.
 - a. If accounting is correct, skip to #14.
 - b. If the accounting needs to change, continue to #13.
13. A/P initiates an Accounting Change Order (with approvals) to modify accounts; continue to #14.
14. A/P submits Invoice to A/P Supervisor for approval.
 - a. If final AP Supervisor approval is applied, continue to #15.
 - b. If an Approver disapproves the Invoice, go back to #4.
15. ProcureAZ determines whether an Invoice line has been marked for Final Pay.
 - a. If none of the Invoice lines has been marked Final Pay, skip to #17.
 - b. If an Invoice Line has been marked for Final Pay, continue to #16.
16. ProcureAZ creates a Change Order to close items marked as Final; continue to #17.
17. ProcureAZ sends ~~Claim to AFIS in a batch process~~ *Payment Request to AZ Advantage in real time*; continue to #18.
18. AFIS determines whether there are validation errors on the warrant request.
 - a. If there are no validation errors, skip to #20.
 - b. If it fails validation, continue to #19.
19. *ProcureAZ displays error messages and sets status to Returned; go back to #18.*
- ~~19. A/P researches the validation issue and resolves it in AFIS; end process.~~
20. *AFIS-AZ Advantage* creates ACH/Warrant and returns information to ProcureAZ; continue to #21.
21. ProcureAZ updates the Invoice with the Payment Information; end process.

New in AZ Advantage

Real-time interface instead of batch

Changed: Fix in Financial System becomes Fix in ProcureAZ

Errors will be resolved in ProcureAZ instead of the Financial System (was AFIS)