

## ProcureAz Alert

**Date:** September 30, 2015  
**To:** Agency ProcureAZ Users  
**From:** ProcureAZ Help Desk  
**Re:** Two More Hot Sheets Have Been Posted

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**Please forward as needed.**

The following Hot Sheets have been posted on the SPO website at <https://spo.az.gov/administration-policy/procureaz-state-agency/hot-sheets>:

Effects of Clicking Final Pay on ProcureAZ Invoice Line Items	Final Pay was not functioning properly during ProcureAZ UAT. The vendor fixed/changed the Final Pay methodology shortly before Go Live. This document will remind users about what to expect from clicking Final Pay on an Invoice Item.
AFIS Vendor Discount Calculation on ProcureAZ Invoices	ProcureAZ Vendors may identify Payment Terms that provide a discount when an invoice is paid within a specific time related to the invoice date. Vendor payment terms, if any, are passed to AFIS with the ProcureAZ Invoice data. If the agency identifies a payment date that meets the Vendor Payment Terms, AFIS will calculate the discount amount on that invoice. That Discount Amount will not be remitted to the vendor as part of the payment. The AFIS discount calculation methodology does not impact the invoice tax amount.

We have reorganized the page so Hot Sheets are grouped by document type, and we further grouped them by those that address errors and those that address process recommendations. We have also updated the Hot Sheet Summary document on this page.

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