

## ProcureAz Alert

**Date:** June 10, 2016

**To:** State Agencies

**From:** ProcureAZ Help Desk

**Re:** "Stuck" Documents will be Unlocked Tonight 6-10-16

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Documents locked in a pending status in ProcureAZ will be unlocked tonight after close of business. As of this morning the following agencies had locked documents (this week all are requisitions):

| Agency             | Nbr of Reqs |
|--------------------|-------------|
| ADCS               | 1           |
| ADES               | 1           |
| ADHS               | 4           |
| ADOC               | 2           |
| <b>Grand Total</b> | <b>8</b>    |

The list of specific documents is attached. A follow up email will be sent after the unlock process is complete. If requisitions have processed through to POs that have been sent to their respective vendors, the warning message is still present and will be removed.

- If you have the same documents showing up as locked for multiple weeks, it is likely caused by a known defect when list & approve is used instead of approving documents individually on the Summary tab. The fix for this issue will be deployed for testing shortly.

The next **scheduled** evening to unlock documents is Friday, June 17<sup>th</sup>. If significant system performance issues occur prior to that date the process will be run sooner.

If you have any questions or concerns, please contact the Help Desk at 602-542-7600, option 3, or email [procure@azdoa.gov](mailto:procure@azdoa.gov).

Thank you!

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**PROCUREAZ HELP DESK**  
602-542-7600  
[procure@azdoa.gov](mailto:procure@azdoa.gov)

| Agency | Dept      | Req Nbr         | Est Cost     |
|--------|-----------|-----------------|--------------|
| ADCS   | CHAPRGM   | ADCS16-00436043 | \$ 296.48    |
| ADES   | DEA3000   | ADES16-00436340 | \$ 83.59     |
| ADHS   | PHPREP    | ADHS16-00436750 | \$ 200.00    |
| ADHS   | PHPREPLAB | ADHS16-00436768 | \$ 23,075.00 |
| ADHS   | PHPREPLAB | ADHS16-00436777 | \$ 3,938.79  |
| ADHS   | PHPREPLAB | ADHS16-00436835 | \$ 1,964.23  |
| ADOC   | ASPCPV    | ADOC16-00436649 | \$ 249.11    |
| ADOC   | ASPCPHX   | ADOC16-00434683 | \$ 67.98     |