

ProcureAz Alert

Date: June 24, 2016

To: State Agencies

From: ProcureAZ Help Desk

Re: "Stuck" Documents will be Unlocked Tonight 6-24-16

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	Nbr of Inv
ADHS	3	
ADOA	4	
ADOC	9	
ADVS	4	7
GMA	2	
TRA	4	
Total	26	7

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, July 1st. 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.

Thank you!

PROCUREAZ HELP DESK
602-542-7600
procure@azdoa.gov

Agency	Req Nbr	User Last Updated
ADOC	ADOC16-00441200	VFITZPAT@AZCORRECTIONS.GOV
ADOC	ADOC16-00442282	JSHEPARD@AZCORRECTIONS.GOV
ADOC	ADOC16-00442292	JSHEPARD@AZCORRECTIONS.GOV
ADOC	ADOC16-00442298	JSHEPARD@AZCORRECTIONS.GOV
ADOC	ADOC16-00442300	JSHEPARD@AZCORRECTIONS.GOV
ADOC	ADOC16-00442302	JSHEPARD@AZCORRECTIONS.GOV
ADOC	ADOC16-00442303	SOKOUGB@AZCORRECTIONS.GOV
ADOA	ADSP017-00441194	PAUL.SHANNON@AZDOA.GOV
ADOA	ADSP017-00441811	PAUL.SHANNON@AZDOA.GOV
ADHS	ADHS16-00439592	OBRIENR@AZDHS.GOV
ADHS	ADHS16-00439599	OBRIENR@AZDHS.GOV
ADHS	ADHS16-00439992	OBRIENR@AZDHS.GOV
ADOC	ADOC16-00440895	VFITZPAT@AZCORRECTIONS.GOV
ADOC	ADOC16-00440903	VFITZPAT@AZCORRECTIONS.GOV
TRA	ADSP016-00440013	LORRAINEJ@AZTREASURY.GOV
TRA	ADSP016-00440074	LORRAINEJ@AZTREASURY.GOV
TRA	ADSP016-00440081	LORRAINEJ@AZTREASURY.GOV
TRA	ADSP016-00440134	LORRAINEJ@AZTREASURY.GOV
GMA	ADSP016-00441034	LANDERSON@AZGAMING.GOV
GMA	ADSP016-00441127	LANDERSON@AZGAMING.GOV
ADOA	ADSP016-00441493	BETTY.CAMARENA@AZDOA.GOV
ADOA	ADSP016-00441584	PAUL.SHANNON@AZDOA.GOV
ADVS	ADVS16-00440961	KGOURDOUX@AZDVS.GOV
ADVS	ADVS16-00441315	KGOURDOUX@AZDVS.GOV
ADVS	ADVS16-00441327	KGOURDOUX@AZDVS.GOV
ADVS	ADVS16-00441335	KGOURDOUX@AZDVS.GOV