

ProcureAz Alert

Date: August 28, 2016
To: State Agencies
From: ProcureAZ Help Desk
Re: "Stuck" Documents Unlocked Saturday 8-27-16

The list of specific documents unlocked on Saturday August 27th, is attached with comments on the state of each one. The following agencies have documents that may now be processed:

Agency	Nbr of Reqs
ADOC	4
ADPS	18
AHCCCS	8
Grand Total	30

The next **scheduled** evening to unlock documents is Friday, September 2nd. If significant system performance issues occur prior to that date the process will be run sooner.

- 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 by a proxy user instead of approving documents on the Summary tab individually.

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	Dept	Req Nbr	Est Cost	Comments
ADOC	OFFOPS	ADOC17-00469104	\$ 3,185,678.80	Release requisition ready to be converted to PO by a BASIC PURCHASING user
ADOC	OFFOPS	ADOC17-00469337	\$ 1,119,890.00	Release requisition ready to be converted to PO by a BASIC PURCHASING user
ADOC	OFFOPS	ADOC17-00469348	\$ 372,256.00	Release requisition ready to be converted to PO by a BASIC PURCHASING user
ADOC	OFFOPS	ADOC17-00469355	\$ 151,916.00	Release requisition ready to be converted to PO by a BASIC PURCHASING user
ADPS	DPSASD	ADPS17-00466761	\$ 1,424.71	Open Market Requisition ready to be converted to PO by a Basic Purchasing user
ADPS	DPSASD	ADPS17-00467375	\$ 5,279.22	Ready for next approver
ADPS	DPSASD	ADPS17-00467388	\$ 1,632.72	Already gone to PO in Sent status
ADPS	DPSASD	ADPS17-00468851	\$ 862.77	Already gone to PO in Sent status
ADPS	DPSASD	ADPS17-00468859	\$ 650.00	Next approver needs to either fix the accounting error or disapprove the requisition so it can be reopened for the requestor to fix the error
ADPS	DPSASD	ADPS17-00469003	\$ 35.00	Ready for next approver
ADPS	DPSASD	ADPS17-00469004	\$ 82.47	Ready for next approver
ADPS	DPSASD	ADPS17-00469043	\$ 2,204.28	Already gone to PO in Sent status
ADPS	DPSASD	ADPS17-00469064	\$ 6,731.00	Ready for next approver
ADPS	DPSASD	ADPS17-00469136	\$ 295.00	Ready for next approver
ADPS	DPSASD	ADPS17-00469411	\$ 1,800.00	Open Market Requisition ready to be converted to PO by a Basic Purchasing user
ADPS	DPSASD	ADPS17-00469491	\$ 36.65	Already gone to PO in Sent status
ADPS	DPSASD	ADPS17-00469568	\$ 500.00	Open Market Requisition ready to be converted to PO by a Basic Purchasing user
ADPS	DPSASD	ADPS17-00469620	\$ 1,693.74	Already gone to PO in Sent status
ADPS	DPSASD	ADPS17-00470434	\$ 3,439.35	Ready for next approver
ADPS	DPSASD	ADPS17-00470942	\$ 850.00	Open Market Requisition ready to be converted to PO by a Basic Purchasing user

ADPS	DPSASD	ADPS17-00471052	\$	16,020.00	Ready for next approver
ADPS	DPSASD	ADPS17-00452266	\$	5,123.00	Ready for next approver
AHCCCS	DMS	AHCCCS17-00466161	\$	1,600.00	Release requisition ready to be converted to PO by a BASIC PURCHASING user
AHCCCS	DBF	AHCCCS17-00467422	\$	6,097.24	Already gone to PO in Ready to Send status
AHCCCS	DMS	AHCCCS17-00467691	\$	5,720.00	Already gone to PO in Partial Receipt status
AHCCCS	DMS	AHCCCS17-00460703	\$	3,651.90	Already gone to PO in Complete Receipt status
AHCCCS	DMS	AHCCCS17-00461524	\$	20,172.00	Already gone to PO in Sent status
AHCCCS	DMS	AHCCCS17-00464201	\$	124,642.10	Ready for next approver
AHCCCS	OOD	AHCCCS17-00464965	\$	47,600.00	Release requisition ready to be converted to PO by a BASIC PURCHASING user
AHCCCS	DMS	AHCCCS17-00465616	\$	5,850.00	Already gone to PO in Complete Receipt status