

ProcureAz Alert

Date: September 10, 2016

To: State Agencies

From: ProcureAZ Help Desk

Re: "Stuck" Documents Unlocked Friday, 9-9-16

The list of specific documents unlocked on Friday, September 9th, is attached with comments on the state of each one. The following agencies have documents that may now be processed:

Agency	Nbr of Reqs
ADED	1
ADOA (GSDR)	1
ADOC	1
AHCCCS	4
OEO	2
Grand Total	9

The next **scheduled** evening to unlock documents is Friday, September 16th. 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
ADED	ADEDAGD	ADED16-00380950	\$ 8,784.00	The Default Purchaser is inactive - a Basic Purchaser can select a different Purchaser on the General tab of the document
ADOA	GSDR	ADSP017-00475605	\$ 820.00	Open Market requisition ready to be converted to a PO by a Basic Purchasing user
ADOC	ASPCT	ADOC17-00461790	\$ 400.50	Already gone to PO in Closed status
AHCCCS	DBF	AHCCCS17-00472932	\$ 2,400.00	Ready for next approver
AHCCCS	DBF	AHCCCS17-00473057	\$ 55.50	Ready for next approver
AHCCCS	OOD	AHCCCS17-00473379	\$ 156.04	Release requisition ready to be converted to PO by a BASIC PURCHASING user
AHCCCS	OOD	AHCCCS17-00474486	\$ 35.54	Release requisition ready to be converted to PO by a BASIC PURCHASING user
OEO	OEO	ADSP017-00474617	\$ 7,020.00	The document needs to be disapproved so it can be reopened to correct accounting errors
OEO	OEO	ADSP017-00474873	\$ 2,046.02	Release requisition ready to be converted to PO by a BASIC PURCHASING user