

ProcureAz Alert

Date: October 7, 2016
To: State Agencies
From: ProcureAZ Help Desk
Re: "Stuck" Documents will be Unlocked Tonight 10-7-16

Documents locked in a pending status in ProcureAZ will be unlocked tonight after close of business.

- **Using List & Approve to approve documents as a PROXY APPROVER will lock the documents you are trying to approve.**

As of this morning the following agencies had locked documents:

Agency	Nbr of Reqs	Nbr of Rcpts	Nbr of Invs	Totals
ADHS			1	1
ADOC	12			12
ADOT			1	1
ADPS	2			2
AHCCCS	12			12
INDCOM	1			1
OEO	1			1
Parks	2			2
Grand Total	30	1	1	32

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. **We are unable to remove warning messages from receipts.**

The next scheduled evening to unlock documents is Saturday, October 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	Dept Nbr	Req Nbr	Est Cost
ADOC	ASPCT	ADOC17-00484658	\$ 1,153.28
ADOC	ASPCT	ADOC17-00484680	\$ 1,883.53
ADOC	ASPCT	ADOC17-00484756	\$ 87.96
ADOC	ASPCW	ADOC17-00485058	\$ 692.78
ADOC	ASPCW	ADOC17-00485070	\$ 1,156.46
ADOC	ASPCT	ADOC17-00485249	\$ 87.96
ADOC	ASPCT	ADOC17-00485479	\$ 26.80
ADOC	ASPCT	ADOC17-00484210	\$ 5,808.00
ADOC	ASPCT	ADOC17-00485865	\$ 177.87
ADOC	ASPCT	ADOC17-00485912	\$ 452.19
ADOC	ASPCT	ADOC17-00485978	\$ 1,655.91
ADOC	ASPCT	ADOC17-00486063	\$ 1,741.17
ADPS	DPSTSD	ADPS17-00485164	\$ 42.65
ADPS	DPSASD	ADPS17-00485797	\$ 192.95
AHCCCS	DHCAA	AHCCCS17-00483708	\$ 192.00
AHCCCS	OIG	AHCCCS17-00483749	\$ 2,354.88
AHCCCS	OIG	AHCCCS17-00483979	\$ 350.00
AHCCCS	DBF	AHCCCS17-00484250	\$ 2,002.00
AHCCCS	DBF	AHCCCS17-00484528	\$ 3,900.21
AHCCCS	DBF	AHCCCS17-00484538	\$ 52,195.30
AHCCCS	DBF	AHCCCS17-00484545	\$ 74,927.27
AHCCCS	DMS	AHCCCS17-00484636	\$ 7,500.00
AHCCCS	ISD	AHCCCS17-00484641	\$ 2,345.07
AHCCCS	DBF	AHCCCS17-00485210	\$ 72.28
AHCCCS	DBF	AHCCCS17-00485237	\$ 15.15
AHCCCS	OIG	AHCCCS17-00486679	\$ 1,545.75
INDCOM	ICLBR	INDCOM17-00482794	\$ 192.55
OEO	OEO	ADSP017-00485794	\$ 2,337.70
Parks	ASPB	ADSP017-00484965	\$ 453.06
Parks	ASPB	ADSP017-00484999	\$ 209.99