

ProcureAz Alert

Date: October 8, 2016
To: State Agencies
From: ProcureAZ Help Desk
Re: "Stuck" Documents Unlocked Friday 10-7-16

The list of specific documents unlocked on Saturday, October 1st, is attached with comments on the state of each one. The following agencies have documents that may now be processed:

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 next **scheduled** evening to unlock documents is Friday, October 14th. If significant system performance issues occur prior to that date the process will be run sooner. **Remember: we are unable to remove yellow warning messages from receipts.**

- 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 Nbr	Req Nbr	Est Cost	Comments
ADOC	ASPCT	ADOC17-00484658	\$ 1,153.28	Ready for next approver
ADOC	ASPCT	ADOC17-00484680	\$ 1,883.53	Release requisition ready for a Basic Purchasing user to convert to PO
ADOC	ASPCT	ADOC17-00484756	\$ 87.96	Ready for next approver
ADOC	ASPCW	ADOC17-00485058	\$ 692.78	Release requisition ready for a Basic Purchasing user to convert to PO
ADOC	ASPCW	ADOC17-00485070	\$ 1,156.46	Release requisition ready for a Basic Purchasing user to convert to PO
ADOC	ASPCT	ADOC17-00485249	\$ 87.96	Ready for next approver
ADOC	ASPCT	ADOC17-00485479	\$ 26.80	Ready for next approver
ADOC	ASPCT	ADOC17-00484210	\$ 5,808.00	Ready for next approver
ADOC	ASPCT	ADOC17-00485865	\$ 177.87	Already gone to PO in Sent status
ADOC	ASPCT	ADOC17-00485912	\$ 452.19	Already gone to PO in Sent status
ADOC	ASPCT	ADOC17-00485978	\$ 1,655.91	Already gone to PO in Sent status
ADOC	ASPCT	ADOC17-00486063	\$ 1,741.17	Ready for next approver
ADPS	DPSTSD	ADPS17-00485164	\$ 42.65	It does not look like 'Rebuild for All Items' button was clicked on the Header > Accounting tab
ADPS	DPSASD	ADPS17-00485797	\$ 192.95	It does not look like 'Rebuild for All Items' button was clicked on the Header > Accounting tab
AHCCCS	DHCAA	AHCCCS17-00483708	\$ 192.00	Already gone to PO in Sent status
AHCCCS	OIG	AHCCCS17-00483749	\$ 2,354.88	Already gone to PO in Complete Receipt status
AHCCCS	OIG	AHCCCS17-00483979	\$ 350.00	Already gone to PO in Sent status
AHCCCS	DBF	AHCCCS17-00484250	\$ 2,002.00	Already gone to PO in Ready to Send status
AHCCCS	DBF	AHCCCS17-00484528	\$ 3,900.21	Already gone to PO in Ready to Send status
AHCCCS	DBF	AHCCCS17-00484538	\$ 52,195.30	Ready for next approver
AHCCCS	DBF	AHCCCS17-00484545	\$ 74,927.27	Ready for next approver
AHCCCS	DMS	AHCCCS17-00484636	\$ 7,500.00	Already gone to PO in Ready to Send status
AHCCCS	ISD	AHCCCS17-00484641	\$ 2,345.07	Already gone to PO in Sent status
AHCCCS	DBF	AHCCCS17-00485210	\$ 72.28	Already gone to PO in Sent status
AHCCCS	DBF	AHCCCS17-00485237	\$ 15.15	Already gone to PO in Complete Receipt status
AHCCCS	OIG	AHCCCS17-00486679	\$ 1,545.75	Open Market requisition ready to be converted to PO
INDCOM	ICLBR	INDCOM17-00482794	\$ 192.55	Already gone to PO in Sent status
OEO	OEO	ADSP017-00485794	\$ 2,337.70	Ready to submit for approval

Parks	ASPB	ADSP017-00484965	\$	453.06	Release requisition ready for a Basic Purchasing user to convert to PO
Parks	ASPB	ADSP017-00484999	\$	209.99	The requisition needs to be disapproved and reopened to correct accounting errors