

ProcureAz Alert

Date: October 28, 2016
To: State Agencies
From: ProcureAZ Help Desk
Re: "Stuck" Documents will be Unlocked Tonight 10-28-16

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 POs	Nbr of Inv
ADCS			1
ADOC		1	
ADVS	1		
PARKS	3		
Grand Total	4	1	1

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 Friday, November 4th. 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	Req Nbr	Est Cost
PARKS	EXAS	ADSP017-00492469	\$ 4,210.60
PARKS	EXAS	ADSP017-00492802	\$ 138.33
PARKS	OPGS	ADSP017-00492897	\$ 5,000.00
ADVS	VETHOME	ADVS17-00493092	\$ 37.56