

ProcureAz Alert

Date: November 21, 2016

To: ProcureAZ Users

From: ProcureAZ Help Desk

Re: Updated Administrative Report – POs-Receipts, Invoices and Permit to Pay Information

The POs-Receipts, Invoices and Permit to Pay Info report has been updated. The new report is called **POs-Rpt Inv & Permit to Pay v2** and is located in the PO section of the Administrative Reports screen.

New in the report:

1. Canceled invoices are not included in the invoice totals
2. Users can filter on Department

A Step-by-Step Guide for accessing and using the report is attached.

If you have any questions please contact the Help Desk at 602-542-7600 option 3.

Thank you!

PROCUREAZ HELP DESK
602-542-7600
procure@azdoa.gov



STEP BY STEP USING POS-RPT INV & PERMIT TO PAY V2 ADMINISTRATIVE REPORT

Report Description

POs-Rpt Inv & Permit to Pay v2 Report is an Administrative Report in ProcureAZ that is accessed by users with the Basic Purchasing, Department Access or Accounts Payable role. The report delivers permit to pay, invoiced and total Purchase Order (PO) remaining amount for all Purchase Orders created within the date range specified for the Agency or Agencies selected.

NEW in v2

1. Canceled invoices are not included in the invoice totals
2. Users can filter on Department

Specifically, the following information is delivered in the report:

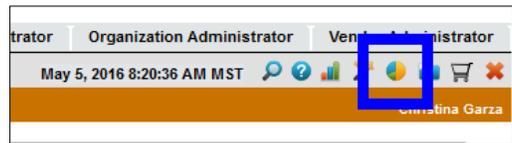
- Org Id
- PO Date
- PO Nbr (PO number)
- Release Nbr (Release number if applicable)
- Alternate Id (Encumbrance Id that links back to AFIS)
- Short Description (of the PO)
- Buyer (ProcureAZ login ID)
- Vendor Nbr (ProcureAZ vendor number)
- Vendor Name
- Department Number (ProcureAZ department ID)
- Purchase Order Total Amount (Sum of all item line Total Cost fields)
- Dollars Received [the dollar sum of all receipts against the PO (Receipts in 5CA-Approved for Invoice status)]
- Invoiced Amount [the dollar sum of all invoices against the PO (4IA-Approved for Payment and 4IP-Paid statuses)]
- Permit to Pay [the calculated permit to pay for the PO (Receipts in 5CA-Approved for Invoice status)]
- PO Balance [this field subtracts invoices from the PO Total field to determine remaining balance (Invoices in 4IA-Approved for Payment and 4IP-Paid statuses)]
- PO Status (current PO Header status, such as Sent or Partial Receipt status)
- Date Last Updated (date PO was last updated)

Sample report output (after some editing to fit on the page):

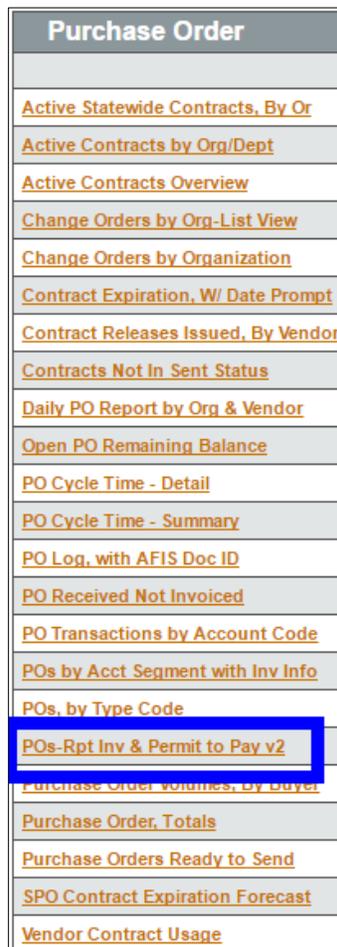
Org Id	PO Nbr	Release Nbr	Alternate Id	Short Description	Buyer Name	Buyer	Vendor Nbr	Vendor Name	Department Number	Purchase Order Total	Dollars Received	Invoiced Amount	Permit to Pay	PO Balance	PO Status	Date Last Updated
ADSP0	ADSP013-037047	109	PD000006353	AMERIGAS; PROPANE FOR RED ROCK		LHIGUERA@AZSTATEPA RKS.GOV	9000014433	AMERIGAS PROPANE LP	ASPB	\$993.85	\$476.23	\$476.23	\$0.00	\$523.62	3PPR - Partial Receipt	25-Feb-16
ADSP0	ADSP014-055720	9	PD000006355	Legislative Liaison		NANCY.CHAMBERS@AZD ENTALBOARD.US	9000007435	GOODMAN SCHWARTZ	ASBDE	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	3PCO - Closed	5-Jan-16
ADSP0	ADSP015-080673	27	PD000006355	Investigator		NANCY.CHAMBERS@AZD ENTALBOARD.US	1134	SAMPALMER DMD	ASBDE	\$2,067.00	\$2,067.00	\$2,067.00	\$0.00	\$0.00	3PCO - Closed	5-Jan-16
ADSP0	ADSP013-049529	11	PD000006360	Travel Expenses		MDOMA.BACAM@AZDOA	5825	City of Phoenix	ADPA	\$492.96	\$492.96	\$492.96	\$0.00	\$0.00	3PCO - Closed	5-Jan-16

How to Run the Report

1. In the **Basic Purchasing, Department Access or Accounts Payable** role, click the Administrative Reports icon toward the top right on the screen:



2. On the resulting screen scroll down to the **Purchase Order** section and click on **POs with Inv and Permit to Pay Info Report**:

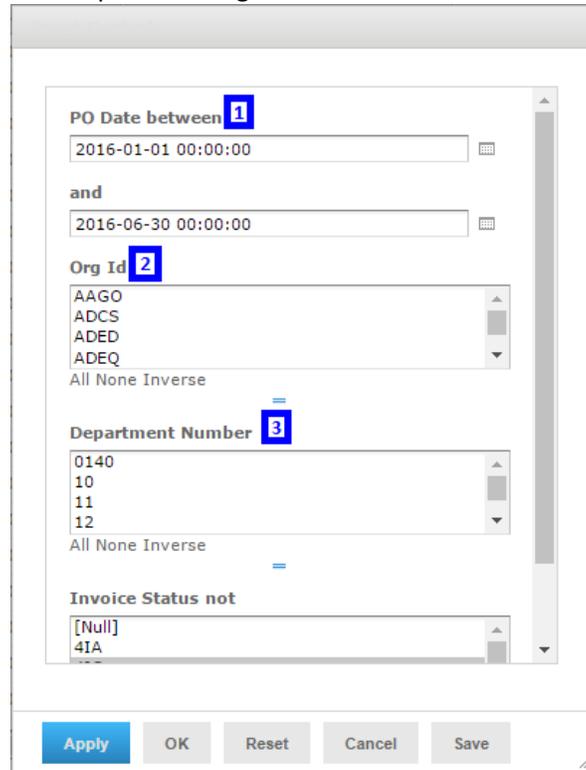


Depending on browser settings the report will load in a new window or a new tab, showing data.

3. Click the Options icon at the top right to enter or change report criteria:



4. Fill out the following fields in the Options dialog window:



The screenshot shows an 'Options' dialog window with the following fields and values:

- PO Date between** (marked with a blue box '1'):
 - Field 1: 2016-01-01 00:00:00
 - Field 2: 2016-06-30 00:00:00
- and**
- Org Id** (marked with a blue box '2'):
 - Selected: AAGO, ADCS, ADED, ADEQ
 - Options: All None Inverse
- Department Number** (marked with a blue box '3'):
 - Selected: 0140, 10, 11, 12
 - Options: All None Inverse
- Invoice Status not**:
 - Selected: [Null], 4IA

Buttons at the bottom: Apply, OK, Reset, Cancel, Save.

- 1.) Enter a date range **NO GREATER THAN ONE QUARTER** of any year.
 - a. Enter the first date in the range in the top date field.
 - b. Enter the second date in the range in the second date field.
 - c. The calendar button on the right side of each of the date fields will bring up a graphic calendar that may be used to select dates.
 - d. This is a timestamp field, so '00:00:00' represents hours, minutes and seconds. Leave these set to 0.
- 2.) Click on an Org ID to select the Organization data to be viewed in the report.
 - a. Select a range of Organizations by clicking on the first one then holding down the shift key and clicking on the last one.
 - b. Select non-contiguous organizations by holding down the ctrl key and clicking on each one to be reported on.
 - c. Click 'All' to select all available Orgs (best practice for pulling all Agency data)
- 3.) Click on a Department Number to select the Department data to be viewed in the report.
 - a. Select a range of Organizations by clicking on the first one then holding down the shift key and clicking on the last one.
 - b. Select non-contiguous organizations by holding down the ctrl key and clicking on each one to be reported on.
 - c. Click 'All' to select all available Departments (best practice for pulling all Department data)

*****DO NOT CHANGE ANY OTHER DATA SELECTIONS*****

Click the OK button when all the necessary criteria have been selected.

The webpage will reload with data refreshed based on the new report criteria (not all report columns fit in the window):

Data refreshed May 13, 2016 at 1:20:30 PM

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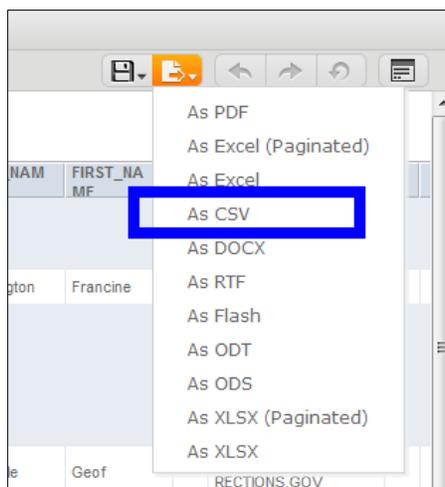
Purchase Order Receipt, Payment and Remaining Balance Information

Org Id	PO Nbr	Release Nbr	Alternate Id	Short Description	Buyer Name	Buyer	Vendor Nbr	Vendor Name	Department Number	Purchase Order Total Amount	Dollars Received
ADSP0	ADSP013-037047	109	PO0000063530	AMERIGAS; PROPANE FOR RED ROCK		LHIGUERA@AZSTAT EPARKS.GOV	9000014433	AMERIGAS PROPANE LP	ASPB	\$999.85	\$476.23
ADSP0	ADSP014-055720	9	PO0000063552	Legislative Liaison		NANCY. CHAMBERS@AZDEN TALBOARD.US	9000007435	GOODMAN SCHWARTZ LLC	ASBDE	\$5,000.00	\$5,000.00
ADSP0	ADSP015-080673	27	PO0000063557	Investigator		NANCY. CHAMBERS@AZDEN TALBOARD.US	000001134	SAM PALMER DMD	ASBDE	\$2,067.00	\$2,067.00

5. Click the Export button to get the resulting report out of ProcureAZ:



6. To export the report to Excel select 'As CSV' (this option removes the most formatting so the data is a little cleaner):



Depending on browser settings, a dialog window will open with options for saving the exported report or opening it directly in Excel (the dialog may instead appear at the bottom of the browser window).



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7. Rows 2-7 (or more) are usually offset by 1 column to the right. Select those rows and move them one column to the left.

1	Purchase Order Receipt, Payment and Remaining Balance Information																
2	Org Id	PO Nbr	Release N	Alternate	Short Desi	Buyer Nar	Buyer	Vendor N1	Vendor N2	Departme	Purchase	Dollars Re	Invoiced	Permit to	PO Balanc	PO Status	Date Last Updated
3	ADSP0	ADSP013-	109	PO000006	AMERIGAS; PROPAN	LHIGUERA		9E+09	AMERIGA	ASPB	\$999.85	\$476.23	\$476.23	\$0.00	\$523.62	3PPR - Par	#####
4	ADSP0	ADSP014-	9	PO000006	Legislative Liaison	NANCY.CH		9E+09	GOODMA	ASBDE	#####	#####	#####	\$0.00	\$0.00	3PCO - Clc	5-Jan-16
5	ADSP0	ADSP015-	27	PO000006	Investigator	NANCY.CH		1134	SAM PALM	ASBDE	#####	#####	#####	\$0.00	\$0.00	3PCO - Clc	5-Jan-16
6	ADSP0	ADSP013-	11	PO000006	Travel Expenses for	NORMA.R		5825	Career Grt	ADOA	\$402.96	\$402.96	\$402.96	\$0.00	\$0.00	3PCO - Clc	6-Jan-16
7	ADSP0	ADSP011-	4715	PO000006	Adobe Acrobat Pro L	NORMA.R		396	SHI INTERI	ADOA	\$0.01					3PS - Sent	4-Jan-16
8	Org Id	PO Nbr	Release N	Alternate	Short Desi	Buyer Nar	Buyer	Vendor N1	Vendor N2	Departme	Purchase	Dollars Re	Invoiced	Permit to	PO Balanc	PO Status	Date Last Updated
9	ADSP0	ADSP015-	4337	PO000006	CPB Form	OFFICE DE KATIE BAF		9E+09	OFFICE DE	ADOA	\$0.70					3PS - Sent	4-Jan-16



In addition the header row is repeated approximately every 5 rows in this report. For sorting and/or filtering purposes, best practice is to remove all header rows after the first one. The report may also contain blank columns that may be removed.

8. When finished exporting the report be sure to close the browser window or tab.

[END]