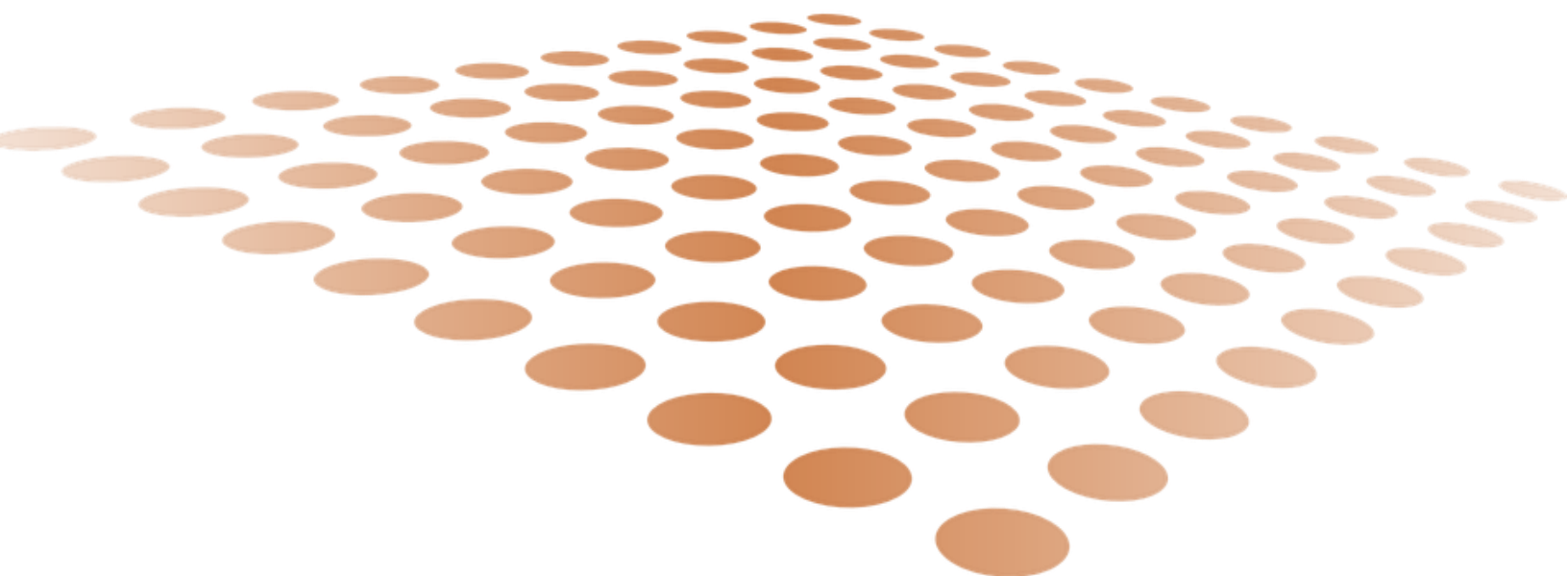


ADOA – General Accounting Office

# **QUICK REFERENCE GUIDE:**

## **APP - AFIS PROCUREMENT PROCESS**





## APP – AFIS Procurement Process

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Procuring inventory starts and ends in APP. The only activity that occurs in AFIS is creating a receiver based on a purchase order that is imported into AFIS from APP. Procurement primarily happens in APP using the following steps:

1. Create a requisition in APP.
2. Requisition is approved.
3. Create a purchase order based on a requisition in APP.
4. Nightly batch process copies all new POs (created in APP) into AFIS Inventory. A finalized purchase order (POINV1) is created in AFIS.
5. When goods are received into the inventory warehouse, the associated POINV1 documents are copied into a receiver (RC). This occurs in AFIS using the RCSRCH tool.
6. The RC documents are approved in AFIS.
7. Nightly batch process creates receivers in APP for all approved RC documents in AFIS.
8. In APP, invoicing occurs by tying out the invoice, purchase order, and receiver to create the payment.



## Steps 1, 2, and 3: APP: Requisitioning/Purchasing Inventory

Step 1: Create a requisition in APP, making sure to select **Inventory Management** in the ID Type field located on the header. This allows the purchase orders to integrate to AFIS. If Inventory Management is not selected, integration with AFIS does not occur for the items on the requisition.

HEADER

Requisition Status : Draft

Requisition Type : Off-Contract

Short Description : Req. 8/26/2019

Requester : Requester 3 ADA

Site : ASH- Warehouse Receiving

ID Type : INVENTORY MANAGEMENT

File(s) : Click or Drag to add files

Special Purchase Type :

Fiscal Year : 2020 - State of Arizona

Set aside spend :

ORGANIZATIONAL STRUCTURE

Legal company : State of Arizona

Agency :

Division :

Department :

By selecting Inventory Management, the **More Item/Service Information** section displays. More Item/Service Information section contains the following:

- Warehouse: choose the warehouse the stock items are being delivered to
- Stock Item: drill in and select item to order
- Stock Item Suffix: drill and select proper suffix
- Supplier Item Ref: auto populate from catalog
- Contract: auto populate from catalog, if applicable

MORE ITEM / SERVICE INFORMATION

Warehouse : HSAASHWH

Stock Item : TOOTHBRUSH

Stock Item Suffix : TB

Supplier Item Ref : 65284

Contract :

BUDGET INFORMATION

Step 2: Approve the requisition.

Step 3: Create a PO in APP.



## Step 4: Nightly Batch Cycle

Nightly batch process copies all new POs (created in APP) into AFIS. A finalized purchase order (POINV1) is created in AFIS to be used for receiving.

## Step 5: AFIS: Receiving Inventory

Items ordered on a purchase order are fulfilled by a vendor. When you physically receive the items from the vendor, it is very important that you log the receipt in AFIS. The receipt of goods is recorded on a Receiver (RC) document. Items that are damaged should be recorded on the Receiver document and promptly returned to the vendor.

The following are the overall steps of the Receiving process.

### A. Procedure – Creating a Receiver using RCSRCH

1. Log in to **AFIS**
2. Navigate to the Document
  - In the Jump to field, enter **RCSRCH**
  - Click the **Go** button to open the Receiving Search page
3. Enter search criteria for the purchase order document such as **Doc Code** and **Doc ID**, or **Vendor**.
  - You can also use the **Requestor Code** or **Issuer Code**. If search criteria fields are left blank, the results will return all orders in Final phase with one or more commodity lines that have not been received.
4. Click the **Browse** link to show results
5. Select the purchase order you want to receive and click the **Select Lines to Receive**

**Receiving Search**

[Memo Receipt](#) [Browse](#) [Clear](#)

Doc Code : POINV1      Commodity Code :

Department :       Shipping Location Code :

Doc ID :       Issuer Code :

Record Date : 08/26/2019      Requestor Code :

Procurement Folder :

Vendor :

|   | Doc Code | Department | Doc ID       | Phase | Description                           | Vendor       | Name                   | # of Lines | Doc Creation Date | Record Date |
|---|----------|------------|--------------|-------|---------------------------------------|--------------|------------------------|------------|-------------------|-------------|
| ✓ | POINV1   | HSA        | PO0600000541 | Final | Req. 8/26/2019-Inventory Supplier One | IV0600000094 | Inventory Supplier One | 3          | 08/26/2019        | 08/26/2019  |
|   | POINV1   | PSA        | PO0600000540 | Final | Req. 8/26/2019-Inventory Supplier One | IV0600000094 | Inventory Supplier One | 2          | 08/26/2019        | 08/26/2019  |

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[Select Lines To Receive](#)

6. On the Receiving Search – Select Lines page, check the check box for lines to receive. You can also check **Receive All Lines** or **Receive All Unselected Lines**

**Receiving Search - Select Lines**

☐ Receive All Lines  
☐ Receive All Unselected Lines

| Line                       | Document Id  | Commodity | Commodity Description  | Rec Quantity | Rec Contract | Rec Final                | Quantity  | Unit | Unit Price | CL Description   | Contract Amount | Non-Reserved Funding Open Amount Total |
|----------------------------|--------------|-----------|--|--------------|--------------|--------------------------|-----------|------|------------|--|-----------------|--|
| <input type="checkbox"/> 1 | PO0600000541 | 65284     | Toothbrushes and Holders                                     | 50.00000     | \$0.00       | <input type="checkbox"/> | 100.00000 | CASE | \$1.35     | Toothbrushes and Holders                                     | \$0.00          | \$135.00                               |
| <input type="checkbox"/> 2 | PO0600000541 | 80005     | Boots and Shoes, Athletic and Sportsman Type (Incl. Canvas T | 10.00000     | \$0.00       | <input type="checkbox"/> | 20.00000  | PR   | \$5.50     | Boots and Shoes, Athletic and Sportsman Type (Incl. Canvas T | \$0.00          | \$110.00                               |
| <input type="checkbox"/> 3 | PO0600000541 | 65284     | Toothbrushes and Holders                                     | 50.00000     | \$0.00       | <input type="checkbox"/> | 100.00000 | CASE | \$2.25     | Toothbrushes and Holders                                     | \$0.00          | \$225.00                               |

7. Click the **Receive** link to create the Receiver for the selected lines
8. The new Receiver displays



## B. Procedure – Updating the Receiver

1. On the Header – General section, update the **Received Date** to the date the goods were physically received.
2. The **Receiving Location** infers based on the Requestor ID, if set up on the user's profile. If it does not infer or is incorrect, click the pick list icon to search and select.
3. The **Receiver** field infers to the user creating the document. Update, as needed.
4. Attach supporting documents, such as bill of lading or packing slip.
5. Click the **Commodity** section.
6. Enter the **Item Location**.
7. Enter the **Location Structure**.
8. Enter the **Location Priority**.
9. Enter the **Received Qty**. If there were any damaged items, enter the **Rejected Qty**.
10. If the full quantity was not received, select a **Condition** and enter a **Reason**.
11. Click the **Save** button.
12. Repeat steps 5 through 11 for all commodity lines.
13. Click the **Validate** button.
14. Clear any error that may appear.
15. Click the **Submit** button to complete the document.
16. The document is submitted for approval.

## Step 6: AFIS: Approve RC

### Document

## Step 7: Nightly Batch Cycle

Nightly batch process creates receivers in APP for all approved RC documents in AFIS.

## Step 8: APP: Invoicing

Once the receivers have been integrated into APP, the receipts are ready to be invoiced.

|   | Code      | Receipt Description                   | Supplier               | Origin                                  | Organization             | Delivery Date | Ordered (Pretax) | Received (Pretax) | Invoiced (Pretax) | Status   | Created by           | Created on |
|---|-----------|---------------------------------------|------------------------|---|--------------------------|---------------|------------------|-------------------|-------------------|----------|----------------------|------------|
| x | REC001109 | Req. 8/26/2019-Inventory Supplier One | Inventory Supplier One | • Req. 8/26/2019-Inventory Supplier One | Maintenance Support      | 8/26/2019     | 775.0000 USD     | 75.0000 USD       |                   | Accepted | meetabajpai@kpmg.com |            |
| x | REC001108 | Req. 8/26/2019-Inventory Supplier One | Inventory Supplier One | • Req. 8/26/2019-Inventory Supplier One | Maintenance Support      | 8/26/2019     | 775.0000 USD     | 250.0000 USD      |                   | Accepted | meetabajpai@kpmg.com |            |
| x | REC001107 | Req. 8/26/2019-Inventory Supplier One | Inventory Supplier One | • Req. 8/26/2019-Inventory Supplier One | ASH- Warehouse Receiving | 8/26/2019     | 470.0000 USD     | 235.0000 USD      |                   | Accepted | meetabajpai@kpmg.com |            |