State of Arizona Accounting Manual

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INTRODUCTION

The Arizona Procurement Portal (APP) is the State's central procurement system; it supports—among other functions—bidding, vendor registration and the initiation of vendor payments through its integration with AFIS.

Those with an appropriate user role and authority can initiate or approve vendor payments in APP.

Because procurement and payment involve different types of internal control issues, security for these processes is handled by different organizations. Security related to most procurement functions is administered by SPO or an agency to which SPO has granted appropriate authority; security related to payment functions is administered by GAO Security.

This section of SAAM sets forth the policies related to the initiation and/or approval of payments in APP. Additional procedures for acquiring access to certain payment-related roles in APP can be found in the relevant QRG, which can be located on the GAO Website at https://gao.az.gov/trainingevents/training-resources, that establishes the procedures for requesting APP accounts payable security roles.

POLICIES

1. Security for APP functions other than those related to the initiation or approval of payments is administered by SPO or by an agency to which SPO has granted appropriate authority.

2. Security for the APP functions related to both the initiation and approval of payments is administered exclusively by GAO Security.

3. The specific functions in APP related to both the initiation and approval of payments are:

3.1. The AP Technician role, which enables an individual to initiate payments to a vendor.

3.2. The AP Supervisor Role, which enables an individual to approve payments to a vendor.

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            the Arizona Procurement Portal (APP)

4.   A payment can be neither initiated nor approved unless the following conditions have been met:

4.1.   The relevant purchase order has been approved in APP.

4.2.   The relevant purchase order has been transmitted to a vendor (i.e., the status of the purchase order in APP shows "Ordered").

4.3.   A receipt (if a transaction requiring a three-way match), relevant to the transaction, has been recorded in APP for an amount greater than or equal to the amount of payment being initiated or approved.

5.   Approved payment data will be transmitted from APP to AFIS. AFIS will subsequently issue a payment to a vendor, provided that other conditions necessary to effect a disbursement (sufficient cash and spending authority, etc.) have been met.

6.   To request the role of AP Technician or AP Supervisor, a properly completed UDOC (User Maintenance Document) in AFIS, for either the "APP_AP_TECH" or "APP_AP_SPVSR" role must be submitted. Additionally, requests for an AP Supervisor role require the submission of a completed Form GAO-3DT, attached to the UDOC or forwarded to GAO Security at gaosecurity@azdoa.gov. The Form GAO-3DT is available on the GAO Website at https://gao.az.gov/publications/forms.

6.1.   Before the role of either AP Technician or AP Supervisor may be granted, the user must have a valid APP Login ID and Password. APP Login IDs and Passwords are issued by SPO or by agencies to which SPO has granted appropriate authority.

6.2.   A State of Arizona employee's APP Login ID is typically his Employee Identification Number (EIN).

7.   Once the role of AP Technician or AP Supervisor has been granted, an applicant will lose other roles incompatible with appropriate internal controls.

8.   Inquiries concerning this policy may be directed, as appropriate, to:

8.1.   GAO Security: 602.542.5600; or gaosecurity@azdoa.gov.