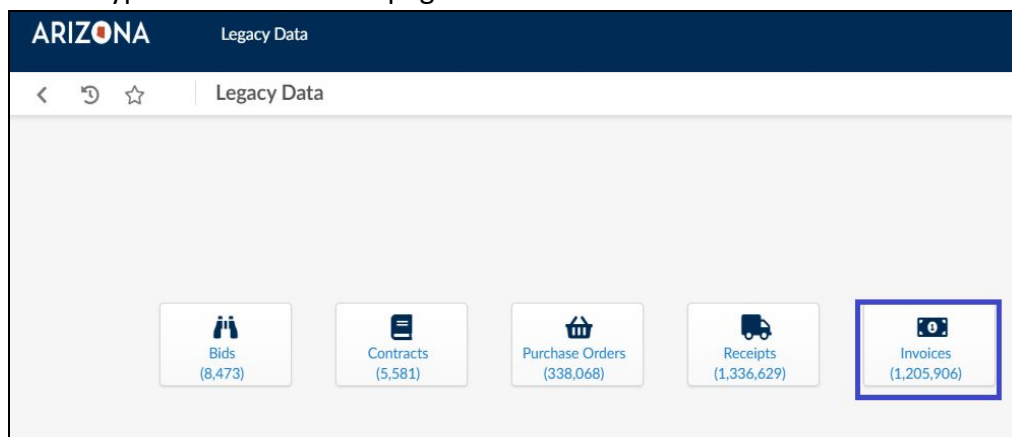


## Finding and Reviewing Invoices

This document is a quick-reference guide for users who need to view Legacy Invoice Data. If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/app/>.

### Invoices Data

1. Navigate to the APP legacy data environment.
2. Log in.
3. Select the **Invoice** hyperlink on the homepage.



4. Once on the Browse Page, find the desired invoice by plugging in data in fields such as Invoice Number, Invoice Description, Release Number, Vendor Name, or Invoice Status.
  - a. Then, click the **Search** button.
  - b. Select the **pencil** next to the desired contract to access it.

The screenshot shows the ARIZONA Legacy Data Invoice Summary page. At the top, there's a navigation bar with the ARIZONA logo and 'Legacy Data'. Below this, there's a breadcrumb trail: < > ☆ Invoice Summary. A 'Exec. query' button is visible. The main content area contains a search form with fields for PO Number, Release Number, Vendor Number, Vendor Name, Invoice Number, Invoice Status, Invoice Type, Invoice Date, Invoice Description, Effect Date, Payment Terms, Alternate ID, Entered By, and Entered Date. A 'Search' button (highlighted with a red box) and a 'Reset' button are at the bottom right of the search form. Below the search form is a table of invoice data.

Invoice Number	PO Number	Release Number	Vendor Number	Vendor Name	Invoice Status	Invoice Type	Invoice Description	Invoice Amount	Invoice Date	Effect Date	Payment Terms	Alternate ID
1370229	ADES16-109690	13.00	000006418	Conduent State Healthcare, LLC	4IP-Paid	Three Way Match	CUST 525040	1,175,284.56	5/4/2017	6/7/2017	N/A	PR000056331
RP1370229	ADSP013-043967	966.00	9000007007	RANDSTAD US LP	4IP-Paid	Three Way Match	w/e 4/24/16	1,384.80	4/28/2016	5/24/2016		PR000025821

### Header

1. In the *Invoice Information* window, navigate to the **Header** tab on the left side panel.
2. To export the data, scroll all the way to the right of the screen and select the **gear** icon of any header.
  - a. Then, select **Download in Excel format**. The file should download with the bid information.

Invoice Information

Header
Attachments
Purchase Order
PO Vendor Information
Item
Approval Path
Charges

Header Information

PO Number	Release Number	Vendor Number	Invoice Number	Invoice Status	Invoice Type	Invoice Description	Invoice Date
ADES16-109690	13.00	000006418	1370229	4IP-Paid	Three Way Match	CUST 525040	5/4/2017

1 Result(s)


## Attachments

- Now, select the **Attachments** tab on the left side panel.
- Select the **pencil** icon on the Attachment.
  - The attachment should download to your desktop once you select that pencil.
  - Then, click the **X** in the top right corner of that window.

Invoice Information

Header
Attachments
Purchase Order
PO Vendor Information
Item
Approval Path
Charges

Attachment Information

Invoice Number	Agency Files	Agency Forms	Vendor Files	Vendor Forms
 1370229	XEROX Inv 1370229.pdf	Mapping missing	Mapping missing	Mapping missing

1 Result(s)

- To export the data, go to the right of the screen and select the **gear** icon on the bottom of the header.
  - Then, select **Download in Excel format**. The file should download with the attachment information.

## Purchase Order

- Now, select the **Purchase Order** tab on the left side panel.
- To export the data, go to the right of the screen and select the **gear** icon on the bottom of the header.
  - Then, select **Download in Excel format**. The file should download with the attachment information.

Invoice Number	Invoice Date	Purchase order Number	PO Description	PO Amount	Remaining to Invoice	Buyer
1370229	5/4/2017	ADES16-109690.13	DBME 3271 1789 W JEFFERSON Q4 XEROX	3,774,056.97	0.00	Nancy Vejar

1 Result(s)

Download in Excel format

Show columns :

- Invoice Number
- Invoice Date
- Purchase order Number
- PO Description

## PO Vendor Information

- Now, select the **PO Vendor Information** tab on the left side panel.
- To export the data, go to the right of the screen and select the **gear** icon of any header.
  - Then, select **Download in Excel format**. The file should download with the Vendor or PO information.

## Item

- Now, select the **Item** tab on the left side panel.
- Click the **pencil** icon on the items.
- The **Item Information** window should appear with the following headers:

Invoice Number	Invoice Item	PO Date	PO Item Status	Invoice Amount	Discount %	Original Pay Amount	Final Pay
1370229	1.00	4/13/2017	3PCR-Complete Receipt	23,118.10	0.00	23,118.10	N

1 Result(s)

Service From Date: 5/4/2017, Service To Date: 5/4/2017

1 Result(s)

Account Details

Invoice Number	Invoice Item	Event Type	Fiscal Year	Account Code	Transaction Amount
1370229	1.00	E	17	2017--3271F33X03--3271--DE2000-2007-DE0031-6299--6299-ACCTLN--F33--2017-3905-----DEA	-23,118.10

1 Result(s)

- On the bottom right of each chart, select the **gear** icon.
  - Then, select **Download in Excel format**. The file should download with the item information.
- Now, click the **X** in the corner of the Item Information window.
- On the bottom of the Items screen, select the **gear** icon.
  - Then, select **Download in Excel format**. The file should download with the receipt item information.

## Approval Path

1. Now, select the **Approval Path** tab on the left side panel.
2. To export the data, select the **gear** icon on the bottom right of the chart.
  - a. Then, select **Download in Excel format**. The file should download with the approval path information.

## Charges

1. Now, select the **Charges** tab on the left side panel.
2. To export the data, select the **gear** icon in the bottom right of the header.
  - a. Then, select **Download in Excel format**. The file should download with the charges information.

## Credits

1. Now, select the **Credits** tab on the left side panel.
  - a. If a credit is applicable to the invoice being researched, the data will appear here.

## Checks

1. Then, select the **Checks** tab on the left side panel.
2. To export the data, select the **gear** icon in the bottom right corner of the chart.
  - a. Then, select **Download in Excel format**. The file should download with the listed item information.

## Accounts

1. Now, select the **Accounts** tab on the left side panel.
2. The following three charts will appear:
  - a. **PO Accounting Information**
  - b. **Distribution Information**
  - c. **Misc./Freight Information**

# ARIZONA

PROCUREMENT PORTAL

Invoice Information								
Header		Distribution Information						
Attachments								
Purchase Order								
PO Vendor Information								
Item								
Approval Path								
Charges								
Credits								
Checks								
Accounts								
Notes								
Change Order								

Item #	Amt to Allocate	Account Code	PO Allocation	Prev Invc	Left to Allocate	Allocation
1.00	23,118.10	2017-3271F33X03-3271-DE2000-2007-DE0031-6299-6299-ACCTLN-F33-2017-3905-DEA	91,008.55	67,890.45	23,118.10	23,118.10
2.00	375,343.48	2017-3271F28X02-3271-DE2000-2004-DE3N1-6299-6299-ACCTLN-F28-2017-3905-DEA	1,336,910.40	961,566.92	375,343.48	375,343.48
3.00	452,984.31	2017-3271F66X01-3271-DE2000-2005-DE3N1-6299-6299-ACCTLN-F66-2017-3905-DEA	1,390,521.94	937,537.63	452,984.31	452,984.31
4.00	55,563.07	2017-3271F65X01-3271-DE2000-2005-DE3N1-6299-6299-ACCTLN-F65-2017-3905-DEA	170,891.34	115,328.27	55,563.07	55,563.07
5.00	6,837.89	2017-3271F33X03-3271-DE2000-2007-DE0031-6299-6299-ACCTLN-F33-2017-3905-DEA	24,291.46	17,453.57	6,837.89	6,837.89
6.00	111,019.28	2017-3271F28X02-3271-DE2000-2004-DE3N1-6299-6299-ACCTLN-F28-2017-3905-DEA	356,573.49	245,554.21	111,019.28	111,019.28
7.00	133,983.94	2017-3271F66X01-3271-DE2000-2005-DE3N1-6299-6299-ACCTLN-F66-2017-3905-DEA	357,667.18	223,683.24	133,983.94	133,983.94
8.00	16,434.48	2017-3271F65X01-3271-DE2000-2005-DE3N1-6299-6299-ACCTLN-F65-2017-3905-DEA	46,192.61	29,758.13	16,434.48	16,434.48
8 Result(s)						

Misc./Freight Information

- To export the data, select the **gear** icon on the bottom of any chart.
  - Then, select **Download in Excel format**. The file should download with the accounts information.

## Notes

- Now, select the **Notes** tab on the left side panel.
  - If a note is applicable to the invoice being researched, the data will appear here.

## Change Order

- Now, select the **Change Order** tab on the left side panel.
  - If a change order is applicable to the invoice being researched, the data will appear here.