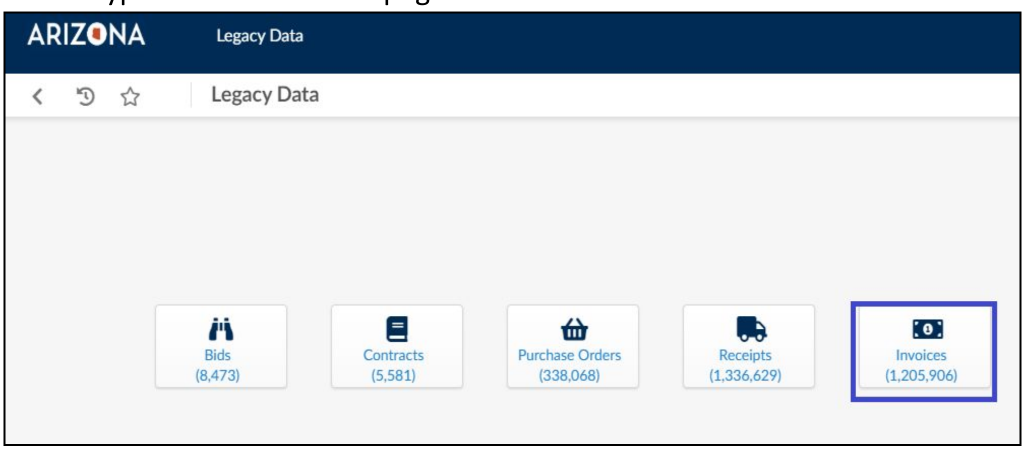
Finding and Reviewing Invoices

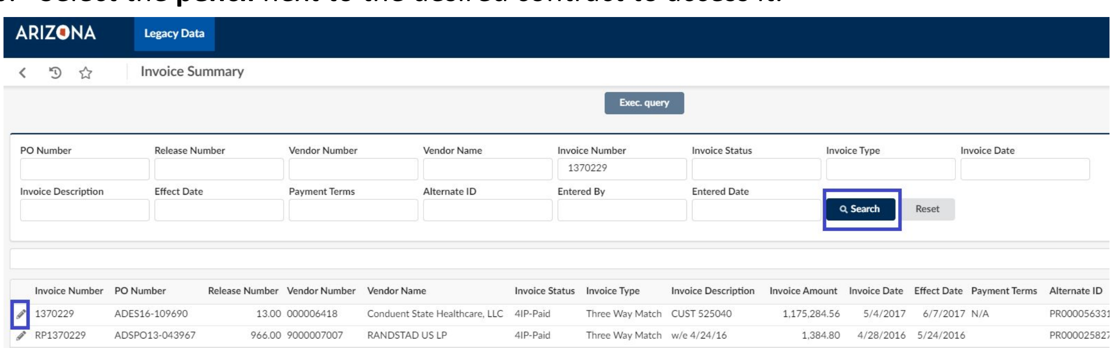
This document is a quick-reference guide for users who need to view Legacy Invoice Data. If you have any questions, please contact the APP Help Desk at [app@azdoa.gov.](mailto:app@azdoa.gov) Additional resources are also available on the SPO Website: https://spo.az.gov/app/.

Invoices Data

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

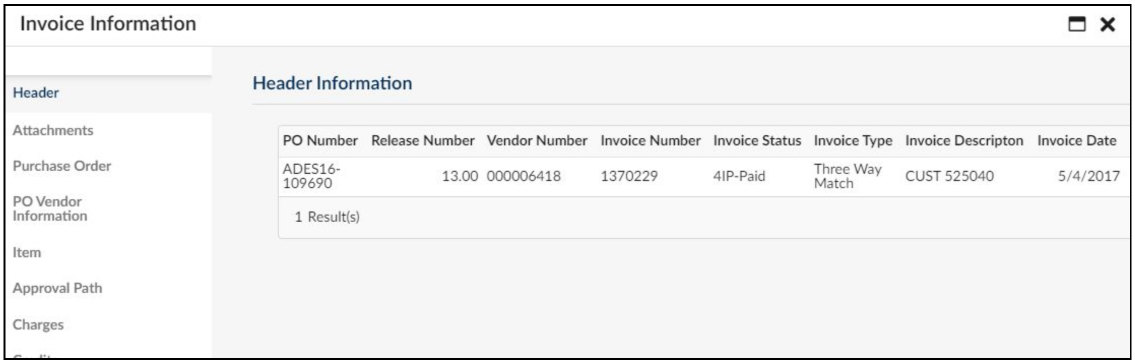


4. Once on the Browse Page, find the desired invoice by plugging in data in fields such as Invoice Number, Invoice Description, Release Number, Vendor Name, or Invoice Status**.**
   a. Then, click the **Search** button.
   b. Select the **pencil** next to the desired contract to access it.



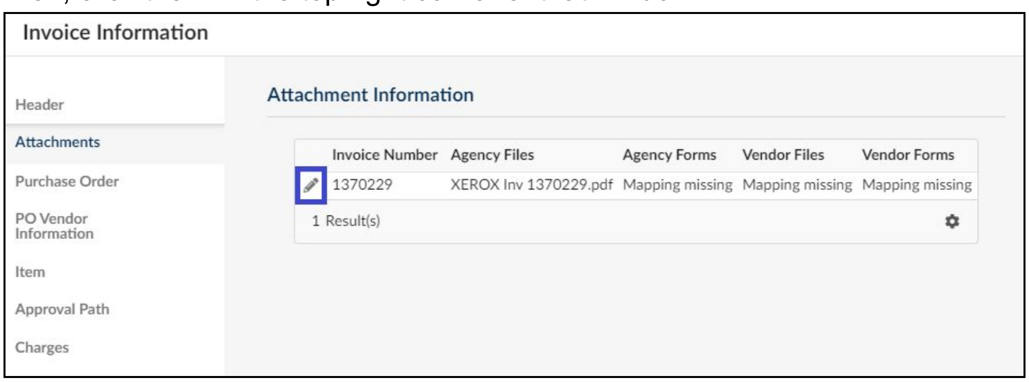
Header

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.



Attachments

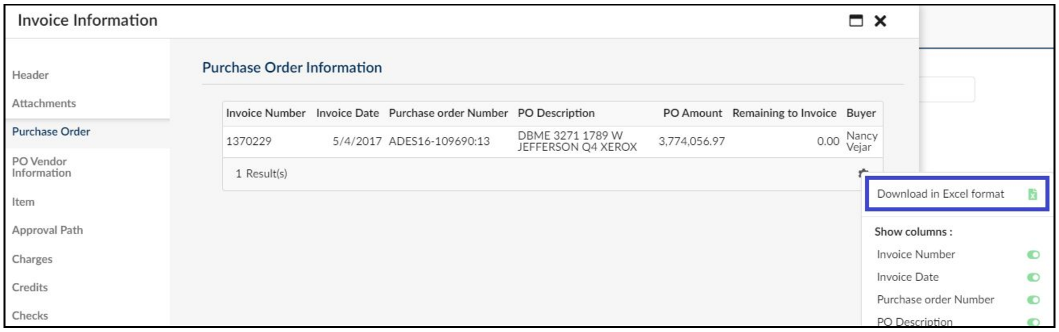
1. Now, select the **Attachments** tab on the left side panel.
2. Select the **pencil** icon on the Attachment.
    a. The attachment should download to your desktop once you select that pencil.
    b. Then, click the **X** in the top right corner of that window.



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

Purchase Order

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

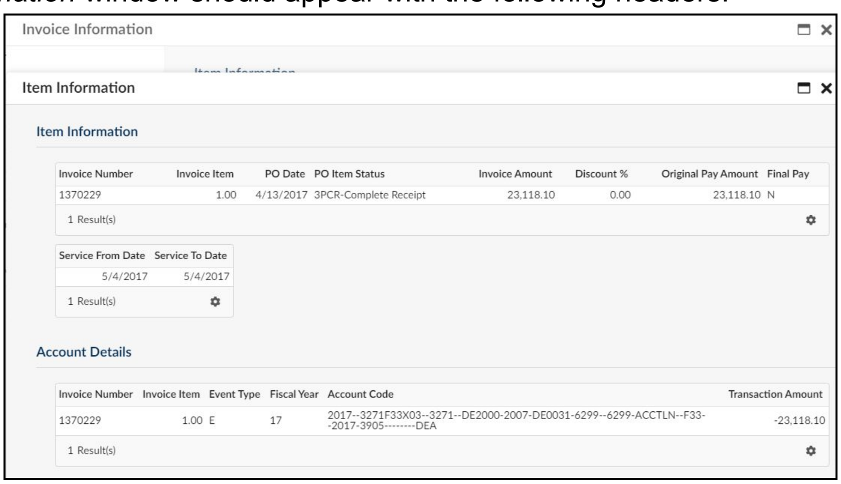


PO Vendor Information

1. Now, select the **PO Vendor Information** tab on the left side panel.
2. To export the data, go 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 Vendor or PO information.

Item

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



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

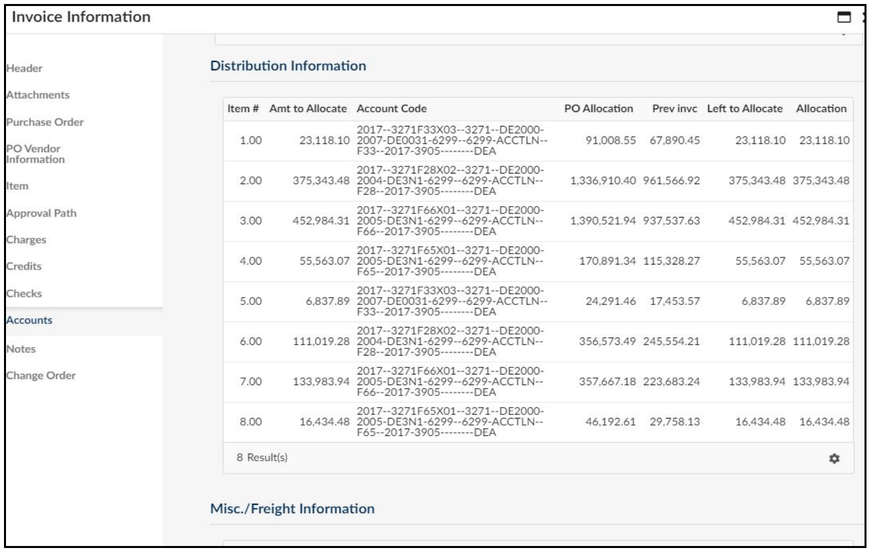
1. Now, select the **Credits** tab on the left side panel.
    a. If a credit is applicable to the invoice being researched, the data will appear here.

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**



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

Notes

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

Change Order

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