Submitting a “Zero-Sum Balance” Report

This document is a quick reference guide for suppliers who need to submit a “Zero-Sum” usage report in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: https://spo.az.gov.

This reference guide will outline how to submit a “Zero-Sum” usage report in the new Co-Op Reporting module in APP.

### Submitting “Zero-Sum Balance” Report

1. Login to APP
2. Navigate to the Cooperative Usage Reports page by clicking the **Cooperative Reports** link located at the bottom right of the APP homepage.

3. Next, click the **pencil** icon to the left of the report you wish to edit and submit.

4. If you are reporting no spend for the quarter also known as “Zero-Sum Balance” report, you will simply click the Send Report button at the top of the page.

5. On the Popup, click **Ok**.

6. Next, click the **Confirm No Amount to Pay** button.

**Note:** The **Go Back to Reporting** will cancel this action and allow you to add spend.

7. The **No Amount Reported** switch will be “on”

8. The system will generate a Zero-Sum report.