

# 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](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

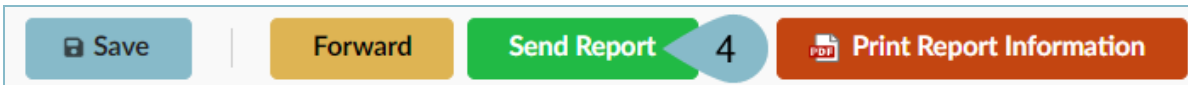
This reference guide will outline how to submit a “Zero-Sum” usage report in the new Co-Op Reporting module in APP.

## Submitting a “Zero-Sum Balance” Report

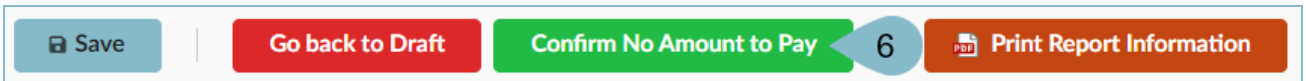
1. Login to APP.
2. Navigate to the Cooperative Usage Reports page by clicking the **Cooperative Reports** link located at the bottom right of the APP homepage.




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 a “Zero-Sum Balance” report, you will simply click the **Send Report** button at the top of the page.

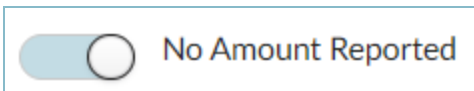


5. On the Popup, click **Ok**.
6. Next, click the **Confirm No Amount to Pay** button.



 The **Go Back to Draft** 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.

## Resources

Click the link below for more information on CoOp Reporting processes in APP:

<https://spo.az.gov/suppliers/app-support/quick-reference-guides>