

ProcureAz Alert

Date: May 13, 2016

To: State Agencies

From: ProcureAZ Help Desk

Re: New Administrative Report – POs, Receipts and Remaining Balance

The following report is now available in the Administrative Reports section in ProcureAZ:

POs-Rcpt, Inv & Permit to Pay Info

This report is available for Accounts Payable, Department Access and Basic Purchasing users. For information on the fields in the report and how to run it, please see the attached Step-by-Step guide.

If you have any questions or concerns, please contact the Help Desk at 602-542-7600, option 3, or email procure@azdoa.gov.

Thank you!

PROCUREAZ HELP DESK
602-542-7600
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