ARIZONA
PROCUREMENT PORTAL

Creating Invoices

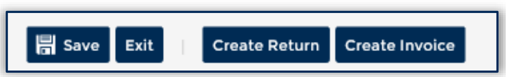
This document is a quick-reference guide for AP Techs who need to create invoices in the Arizona Procurement Portal (APP.) If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: https://spo.az.gov/.

There are 3 ways in which AP Techs can create invoices:
1. From a receipt (this is the preferred method)
2. From a purchase order (this is done when only 2-way matching is required)
3. From the invoice list

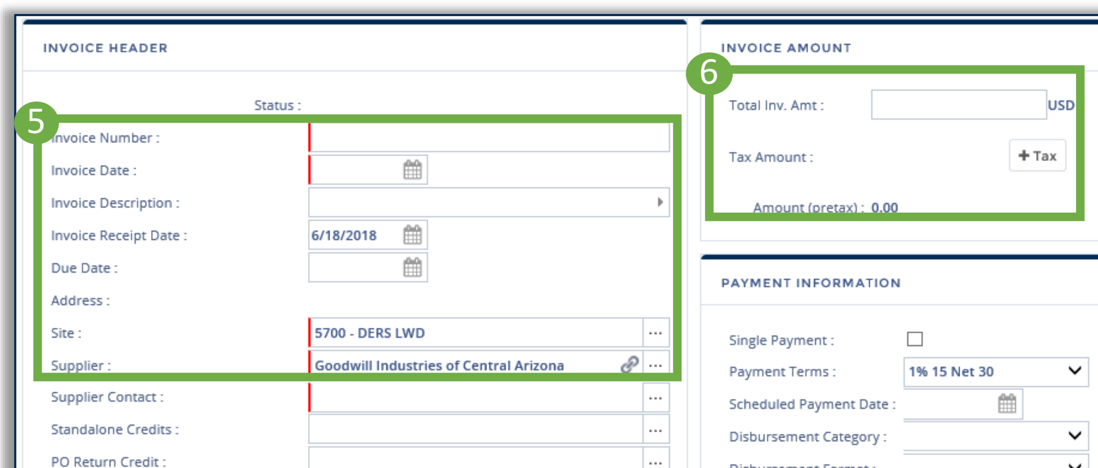
Once an invoice has been created, APP will automatically highlight discrepancies and display corresponding alerts. These alerts are covered in detail on the 2nd page of this document.

Creating an Invoice from a Receipt

1. From any page in the APP, navigate to the **Procurement** tab and select **Browse Receipts** from the dropdown.
2. Select the **Pencil** icon for the receipt you would like to create an invoice for.
3. Select **Create Invoice.**



4. The purchase order details will automatically be populated onto the invoice. Enter the **Invoice Number, Invoice Date, Invoice Amount,** and **Supplier Contact.** Invoice number is sorted by supplier, and cannot be duplicated for individual suppliers.
5. Fill in the **Total Invoice Amount** and **Tax Amount.** Click the **Save** button.



6. Scroll down to **Products/Services** and select **Add Additional Charges** to add any non-PO line items to accommodate for shipping and handling costs, or miscellaneous fees. The threshold for non-PO line items is $50. If greater than $50, a change order will need to be created.

(continued on next page)

ARIZONA
PROCUREMENT PORTAL

Creating an Invoice from a Receipt

7. A pop-up window will appear. Fill in the fields you have information for.
8. Review the invoice line items and compare them to order and receipt amounts to spot any variances in the **Gap** column.
9. Scroll down to **Allocations** and review the chart of account elements. Fix any errors. Please note, these are based on what was entered in the requisition.
10. If there is a blocking alert, it will appear on the right hand column. Use the chart below:

Alert	Type	How to Resolve
Invoice number already exists with specific supplier	Blocking	Create a unique invoice number for Suppler, can search for existing invoice using the browse invoice page functionality
Invoice's order has no valid receipt	Blocking	Invoiced Purchase Order will need to have a Receipt created for it
Invoice tax amount not entered	Blocking	Change orders will have to be performed on the PO to add a tax to PO line items
Invoice's supplier is not active	Blocking	In order to create an invoice on behalf of a supplier, that supplier has to be active in APP
Invoice lines do not match Invoice total	Blocking	Invoiced amount entered on the header has to match the total from the invoice line items, this serves as a manual control
Invoice without order	Blocking	Invoice will require a PO in order to be submitted for approval
Invoicing greater than received amount	Blocking	Quantity for each line item being invoiced cannot be over what has been received for that line
Credit amount not allocated to all allocation strings	Blocking	When a credit note is applied to an invoice, that credited amount has to be allocated to a funding line
Net amount on invoice has to be $0.01 or greater	Blocking	Due to AFIS restrictions, $0 or negative invoices will not be accepted in the system
Invoice lines missing	Blocking	Not all line items eligible to be invoiced in the system for that PO have been applied
Invoice has been canceled	Blocking	Invoice user is looking at has been cancelled, no resolution to this step.
Final Invoice checkbox cannot be selected; Invoiced amounts do not match received amounts	Blocking	Final Invoice cannot be selected to close that PO line item due to Received and Invoiced amount not matching for PO line.
Invoice allocations are not balanced with the Total Invoice Amount	Non-Blocking	Funding lines for the invoiced amount do not cover the entire invoiced amount; this would occur in cases of freight or miscellaneous being added to the invoice
Invoice line taxes do not match total invoice tax amount (+ or - 0.05 variance)	Non-Blocking	Tax added on the invoice header does not match invoice line item taxes
Invoice has a gap between Invoice, Order and Receipt amounts	Non-Blocking	Invoiced, Order and Received amount for an invoice line do not match. Issue can be resolved through change orders or additional receipts and have invoice match both values
Line item for fleet is not added	Non-Blocking	Fleet for invoice has not been added to the invoice but may have been baked into the PO price

11. Select **Launch Invoice Workflow**.

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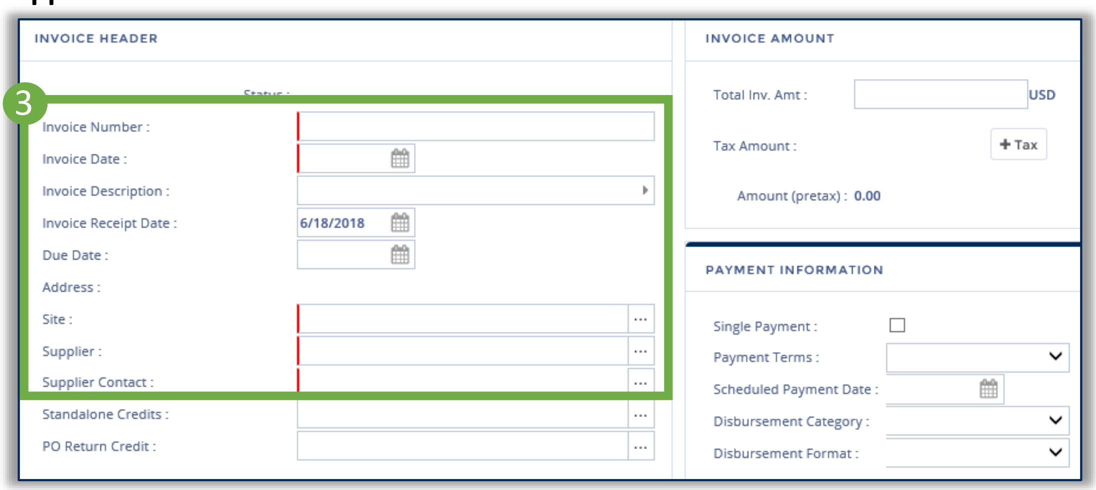
ARIZONA
PROCUREMENT PORTAL

Creating an Invoice from a PO

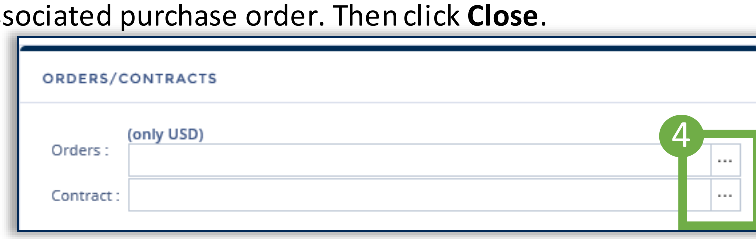
1. From any page in the APP, navigate to the **Procurement** tab and select **Browse Orders** from the dropdown.
2. Select the **Pencil** icon for the order you would like to create an invoice for.
3. Select **Other Actions** then select **Create Invoice.**
4. Follow steps 4-11 from **Creating an Invoice from a Receipt** to complete the process.

Creating an Invoice from the Invoice List

1. From any page in the APP, navigate to the **Invoicing** tab and select **Browse Invoices** from the dropdown.
2. Click the **Create Invoice** button.
3. Enter the **Invoice Number, Invoice Date, Invoiced Amount, Tax Amount, Site,** and **Supplier** and then click the **Save** button.



4. Click the **Ellipsis** icon on the **Orders** field to search for an associated purchase order. Select the associated purchase order. Then click **Close**.



5. Follow steps 6-11 from **Creating an Invoice from a Receipt** to complete this process.