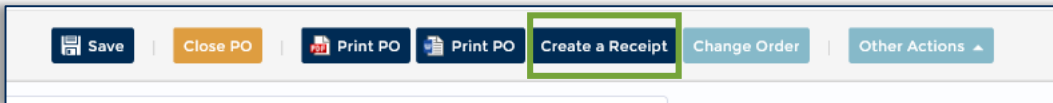# ARIZONA
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Creating and Validating a Receipt

This document is a quick-reference guide for users who need to create receipts in the Arizona Procurement Portal (APP.) This document also covers how to edit and cancel receipts. 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/.

Receivers will have the ability to create a receipt from a purchase order. Once the receiver submits the receipt, it will be automatically approved. Receivers are also able to edit a receipt while in Draft status. Lastly, receivers can also delete a receipt if it was submitted in error or if there was an issue with the receipt that was submitted.

Creating and Validating a Receipt

1. From any page in the APP, navigate to the **Procurement** drop-down menu and select **Browse Orders.**
2. From the Browse Orders Page, search for the purchase order (PO) you would like to create a receipt for by using the search bar.
3. Open the PO you would like to create a receipt for by selecting the **Pencil** icon.
4. Navigate to the banner at the top of the page. Select **Create Receipt**.

5. You will be navigated to a new page. Fill in **Delivery Location.**

6. The **Receipt Description** and **Delivery Date** will automatically populate for the current date. You can modify these fields to match the business needs.
7. The **Supplier** and **Order** fields will automatically populate – validate to ensure that the receipt is being created for the correct PO. (continues on next page)

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Creating and Validating a Receipt (continued)

9. Select **Save**. After selecting, a new section on the bottom of the page will appear showing each item, line by line.

10. Modify existing line items by selecting the **Pencil** icon next to the **Item Description**.
11. Add new lines by selecting **Add Lines from Orders**.
12. Once complete, select **Submit Receipt**.

Editing a Receipt

Receivers are able to edit information within receipts in Draft status. Once the receipt is submitted, the receipt will become read-only.

1. From any page in the APP, navigate to the **Procurement** drop-down menu and select **Browse Receipts.**
2. From the Browse Receipts Page, search for receipt you would like edit by using the search bar.
3. Use the **Pencil** icon to open the receipt for editing.
4. Modify the fields that you want to edit.
5. After all editing, select **Submit Receipt.**

Deleting a Receipt

Receivers can delete a receipt if was created incorrectly. Receivers can delete receipts as long as an invoice has not been created from that receipt.

1. From any page in the APP, navigate to the **Procurement** drop-down menu and select **Browse Receipts.**
2. From the Browse Receipts Page, search for receipt you would like to delete by using the search bar.
3. Click the **X** icon to delete the receipt.
4. Confirm that you would like to delete this receipt.

Please note that receipts can also be deleted from the Receipts tab of the associated PO.