ARIZONA
PROCUREMENT PORTAL

Reviewing Invoices

This document is a quick-reference guide for those who need to review 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/.

Once an invoice is submitted for review, an AP Tech will review and approve or reject it. If additional documents are required, they are captured as blocking alerts at the draft step. After approving, the AP Tech can submit the invoice for AP Supervisor approval or submit the invoice for reconciliation if additional edits are required for the invoice.

AP Tech Review

1. From the **My Pending Validations** window on the APP homepage, click on the invoice that you would like to review. The invoice will have an Action of "AP Technician Action"
2. Review the invoice's header information, line items, tax information, budget allocation information, and freight costs to make sure the entered information is correct.
3. Take action on any blocking or non-blocking that are displayed. Refer to the table on the next page for details on how to resolve any displayed alerts.
4. Click the **Submit for Approval** button.

Now, the invoice will be routed to an AP Supervisor for final review and approval.

AP Supervisor Review

After an invoice has been created, matched, and reviewed by an AP Tech, the following certification message will be added to invoice: "I certify that this expenditure/transaction is for a valid public purpose and is consistent with all applicable statutes, laws, appropriations, grants, and contracts. I also certify that sufficient appropriation and monies are available for this expenditure/transaction, and that I am authorized to distribute these monies."

1. From the **My Pending Validations** window on the APP homepage, click on the invoice that you would like to review. The invoice will have an Action of "AP Supervisor Review"
2. Review the invoice's header information, line items, tax information, budget allocation information, and freight costs to make sure the entered information is correct and accurate.
3. Click the **Approve** button. Once an AP Supervisor provides their approval the certification message will stay on the invoice from then onwards, unless the invoice is cancelled. If the AP Supervisor rejects the invoice, the message is removed and the invoice is sent back to the AP Tech for their action.

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Resolving Alerts

Refer to the table below to understand how to resolve certain alerts:

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