



## APP Query Overview

This document is an overview of our APP queries users can find in the Analytics tab in the Arizona Procurement Portal (APP). APP allows users to review various queries to review necessary data. If you have any questions regarding your roles needed to utilize the Analytics tab, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov).

If you are having trouble finding what you need please contact Gloria Fielding at [gloria.fielding@azdoa.gov](mailto:gloria.fielding@azdoa.gov)

#	Report Name	Report Fields
1	PO Spend by Contract	Contract Reference, Contract Name, Supplier#, Supplier Name, Contract - Effective Date Contract - Original End Date, PO#, Fiscal Year, On-Contract Pretax PO Spend
2	Spend by Commodity per Fiscal Year	Commodity - L1, Commodity - L2, Commodity - L3, Commodity - L4, Pre-tax Order Amount
3	PO Spend by Commodity	Commodity - L1, Commodity - L2, Commodity - L3, Commodity - L4, Pre-tax Order Amount
4	PO Line Item Spend	Fiscal Year, Department, PO#, PO Label, PO Line Item - Short Description, PO Line Item - Spend, PO Status, PO Line Item Status, Ordered Quantity, Contract Reference, Contract Owner Supplier
5	Change Orders by Division, Contract & Vendor	Change Order#, Change Order-Status, Fiscal Year, Department, Change Order-Item#, Change Order-Item Description, Original Order#, Supplier#, Supplier Name, Contract#, Contract Name, Requester, Order Approved, Draft Requisition Date , Requisition Approval
6	POs with Receiver - No Invoice	PO#, Fiscal Year, Department, Pre-tax Order Amount, PO Status, Supplier#, Supplier Name, PO Received Amount, PO Returned Amount

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7	POs with Invoice - No Receiver	PO#, Fiscal Year, Department, Pre-tax Order Amount, PO Status, Supplier#, Supplier Name, Invoice#, Pre-tax Invoice Amount, Invoice Status, Receipt#
8	Off-Contract Purchase Report	PO#, PO Date, Supplier#, Supplier Name, Off-Contract PO Amount - Pretax
9	Outstanding PO's_1	PO#, PO Item, PO date, PO Status, Requester, Supplier Code, Supplier Name, Contract #, Commodity, Agency, Division, Department, Site label, Fiscal Year, line description, Amount Ordered - Pre Tax item, post tax amount, Amount Invoiced, Open Amount - Pre tax
10	Receipt to Invoice Cycle Time	Receipt#, Receipt Date, Receipt Status, Invoice#, Invoice Date, Invoice Status, Cycle Time in days
11	PO to Receipt Cycle Time	PO#, PO Date, PO Status, Receipt#, Receipt Date, Receipt Status, Cycle Time in days
12	PR to PO Creation Cycle Time	PR #, PR Creation Date, PR Status, PO #, PO Date, PO Status, Cycle Time in days, Requester, Order Approved, Draft Requisition, Requisition Approval, Department
13	PO Liquidation Status	PO#, PO Status, Amount Ordered, Amount Received, Amount Returned, Amount Invoiced, Amount - To Be Liquidated
14	Invoice Payment Report	Fiscal Year, Department, Site, PO#, Amount Ordered, PO Status, Invoice#, Amount Invoiced, Invoice Status, Invoice Payment Date
15	Encumbered Expenditures	Supplier#, Supplier Name, Site, Function, Object, PO#, PO Description, PO Status, Total Amount
16	Spend by Vendor by Contract	Supplier#, Supplier Name, Contract Reference, Contract Name, Contract - Effective Date, Contract - Original End Date, PO#, Fiscal Year, Amount Ordered, Amount Received, Amount Returned, Amount Invoiced
17	POs not paid out	PO#, PO Status, Amount Ordered, Invoice#, Invoice Status, Amount Invoiced
18	Open PO Report	PR#, Fiscal Year, Department, PR Status, PR Quantity, PR Amount, Open Order#, Open Order Status, Open Order Quantity, Pre-tax Open Order Amount
19	Milestone/Subscription PO Report	PR#, Fiscal Year, Department, PR Status, PR Quantity, PR Amount, Milestone/Subscription Description, Milestone/Subscription Item Amount - In USD, Milestone/Subscription Item Quantity, Milestone/Subscription Order Amount - In

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		USD
20	Spend by Purchase Type	Purchase Type, Fiscal Year, Amount Ordered - Pre-tax
21	Rejected Invoices from AFIS	Invoice#, Department, Invoice Amount, Status, Interface Execution ID, Error Message Code, Error Message Status Code, Error Severity, Error Message Context
22	PO's with Encumbrance Error	PO#, Fiscal Year, Department, Requested By, PO Status, Interface Execution ID, Error Message Code, Error Message Status Code, Error Severity, Error Message Context
23	Budget Validation Rejections from AFIS	PR#, PR Date, Department, Requested By, Interface Execution ID, Error Message Code, Error Message Status Code, Error Severity, Error Message, Context
24	Set-Aside Spend	PO #, PO Date, Status, Department, Set Aside Spend, Supplier#, Supplier Name, Pre-tax Order Amount
25	Requisition Status Report	PR#, Fiscal Year, Department, Site, PR Amount, PR Status
26	Invoice Status Report	Invoice#, Fiscal Year, Department, Site, Pre-tax Invoice Amount, Pre-tax Order Amount, Invoice Status, Supplier, Supplier Invoice #, Check Number, Payment Amount, Payment Date
27	Invoice Aging Report	Invoice#, Invoice Received Date, Pending Since - Days, Invoice Status, Invoice Payment Date
28	PO Status Report	PO#, Fiscal Year, Department, Site, Pre-tax Order Amount, Supplier#, Supplier Name, PO Status
29	PO to Invoice Payment Cycle Time	PO#, PO Date, PO Status, Site, Department, Supplier#, Supplier Name, Invoice#, Invoice Date, Invoice Status, Payment Date, Days - Invoice Date to Payment Date
30	Expiring Contracts	Contract Reference, Label, Contract Description, Agency, Supplier Name, Doing Business As, Contract Owner, Effective Date, End Date, Maximum End Date, Statewide Contract, Co-Op Contract Designation, Alert
30	Expiring Contracts with more Fields	Contract ID, Reference, Amendment #, Label, Contract Type, Contract Description, Agency, Supplier Name, Doing Business As, Contract Owner, Effective Date, End Date,

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		Maximum End Date, Statewide Contract
31	Co-op Contracts	Reference, Label, Contract Description, Agency, Co-Op %
32	Contracts by Status	Contract ID, Label, Contract Description, Supplier Name, Doing Business As, Agency, Actual End Date, Maximum End Date, Status, Statewide Contract, Contract, Other Contract Type, Effective Date, Original End Date, Termination Date, Type, Orga Code, Created by, Manager, Agency Project ID, Federal Project ID, Amendment Index, ProcureAZ Contract Consumed Amount, Standard Contract Type, Parent Contract, Contact, DBE Goal, Simple 14 ADOT Exempt, Alternate Contract ID
33	Certificate of Insurance Expiration	Contract Label, Contract Description, Supplier, Doing Business As, Insurance Document, Validity End Date, Contract Owner
34	Contract Nearing Max End Date	Reference, Label, Contract Description, Supplier Name, Agency, Max End Date, Agency
35	Registered Veteran Owned Businesses	Supplier ID, Supplier Name, Doing Business As, Veteran Ownes Business
36	Registered M/WBE Suppliers	Supplier ID, Supplier Name, Doing Business As, Business Indicator EN Label, MBE Business Indicator
36	Registered M/WBE Suppliers_ContactInfo	Supplier ID, Supplier Name, Doing Business As, Business Indicator EN Label, MBE Business Indicator, First Name, Last Name, Supplier EmailAddress
37	AZ Report-SPO Website	Reference, Label, Agency, Supplier Name, Doing Business As, Supplier Email, Statewide Contract, Set Aside, Co-Op
38	Contract with Federal Expenditures	Requisition No., Requisition Type, Requisitioner Name, Purchase Order No., Short Description (PO), Supplier Name, Supplier No, Contract No, Contract Label, Agency Project ID, Federal Project ID, Order Date, Agency (associated with PO), Pre Tax Amount or expended amount, Defined in Allocation, Budget Fiscal Year, Function, Department Object, Program, Program Phase, Program Period, Allocation ID, Activity Code, Fiscal Year, Supplier Invoice No., Invoiced (amount), Invoice Date, Payment Date