

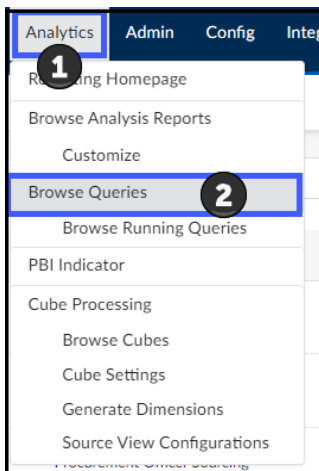
## Close Cancel Report

This document is a quick reference guide for users who wish to download a list of the executed status of a Purchase Order enacted by an agency administrator in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Agency admins generate this report which indicates the number of times administrators close and/or cancel a Purchase Order.

### Close Cancel Report

1. From any page in APP, navigate to the **Analytics** tab.
2. Select **Browse Queries**.



3. On the Browse Queries page, type **Admin** in the **Keywords** field.
4. Click **Search**.

**Note: There is only one response for the Administrator's Close/Cancel Executions report.**

5. Click the **Excel icon** to extract the report.

Extract	Code
	admin_close_cancel_executions

6. The Run Query page displays. Complete the **Close/Cancel PO From and To Date** fields with the applicable date range.

7. Click **Extract**.

Run query

Close | Extract

Fields marked by an asterisk \* are mandatory  
Expected date format: M/d/yyyy

Parameters

Close/Cancel PO From Date\*  
7/1/2022

Close/Cancel PO To Date\*  
7/30/2022

8. Access the Downloads folder on your device to view the report.

