

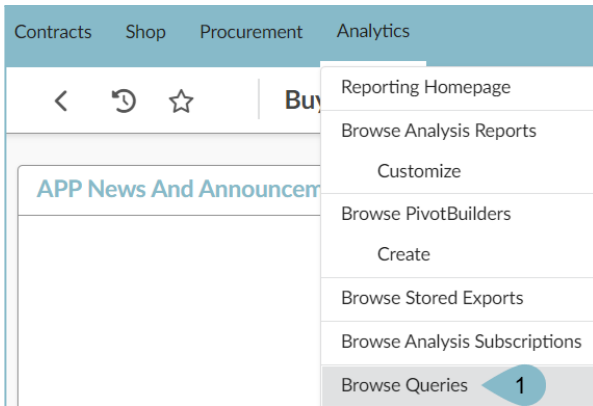
# Outstanding PO Report

This document is a quick reference guide for users wishing to review outstanding purchase orders 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/>.

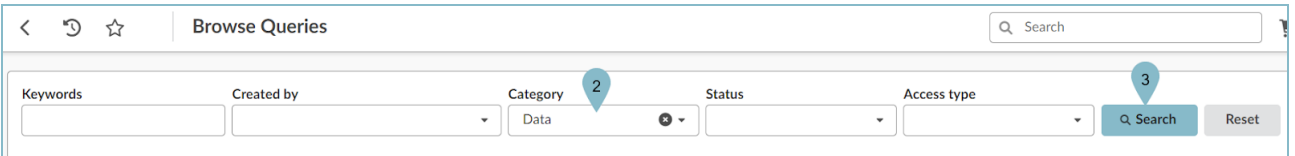
This document is a quick reference guide for users to check on outstanding PO's for their Agency, Department, or Site. The report will show the user any Purchase Orders that have not been completed.

## Browse Query



1. Navigate to the Analytics dropdown, select **Browse Queries**.



2. In the search bar, navigate to the **Category** dropdown and select **Data** (This will allow you to browse all established queries much easier)
3. Click **Search**.



4. Scroll down and click the excel icon next to **\_AZ\_Report\_v2 - 09 Outstanding PO's\_1**

Extract	Code	Category	Label
	_AZ_Report_v2 - 09 Outstanding PO's_1	Data	_AZ_Report - 09 Outstanding PO's - Version 2
	_AZ_Report - 22 PO's with Encumbrance Error	Data	_AZ_Report - 22 PO's with Encumbrance Error



Please be courteous to other users and run the report for smaller increments of time. The report pulls data from the live system and will cause system-wide performance issues if you are pulling a large data set. Best practice is to run this report early in the morning or late in the afternoon.

## Query Parameter

5. Complete the following fields to run the query:
  - a. **PO Date From**
  - b. **PO Date To**
  - c. **Agency** (Click the drop-down and select the **See All** to obtain the Organization treeview)
6. Once complete adding the dates and all agencies, click **Extract** to download the report.

Run query

Close Extract

Parameters

PO Date From\*  
7/1/2022 A

PO Date To\*  
6/30/2023 B

Agency\*  
Arizona Department of Administration x State Procurement Office x C



Columns included in the report are as follows: 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

	A	B	C	D	E	F	G
1	PO#	PO Item	PO date	PO Status	Requester	Supplier Code	Supplier Name
2	PO0000352742-1	589192-1	11/23/2022	Budget Review	Josefina Olivas	IV0000009305	INFO-TECH RESEARCH
3	PO0000352742-1	589192-2	11/23/2022	Budget Review	Josefina Olivas	IV0000009305	INFO-TECH RESEARCH
4	PO0000395904-2	559215-1	8/25/2022	Ordered	Jobalena Yates	IV0000000022	DL SALES CORP REFRIGERATION
5	PO0000396904-2	559211-1	8/25/2022	Ordered	Jobalena Yates	IV0000002269	SUPPLIES DISTRIBUTOR
6	PO0000405001-1	642950-2	5/15/2023	Ordered	John Hyer	IV0000006648	LEA-ARCHITECTS LLC
7	PO0000405001-1	642950-4	5/15/2023	Ordered	John Hyer	IV0000006648	LEA-ARCHITECTS LLC
8	PO0000405001-1	642950-3	5/15/2023	Ordered	John Hyer	IV0000006648	LEA-ARCHITECTS LLC
9	PO0000405001-1	642950-1	5/15/2023	Ordered	John Hyer	IV0000006648	LEA-ARCHITECTS LLC

## Resources

Click the link below for more information on reporting in APP:

<https://spointra.az.gov/quick-reference-guides-176-upgrade>