

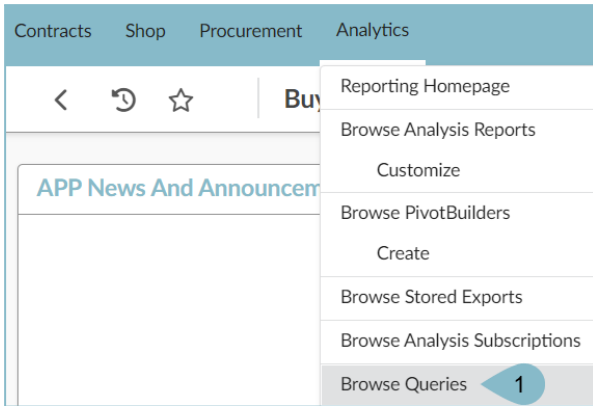
Outstanding PO Report

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. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

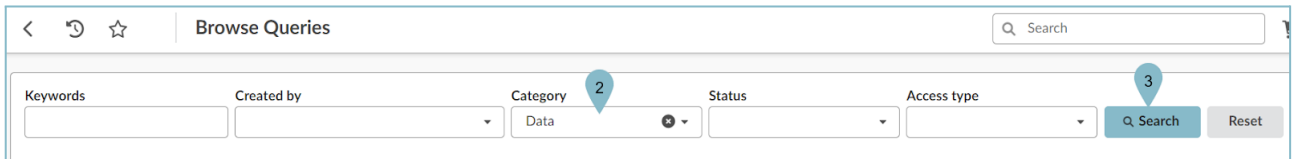
This document is a quick reference guide for users to check on outstanding PO's for their Agency, Department, or Site. The report will show the user any Purchase Orders that have not been completed.

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.



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
	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/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/quick-reference-guides-176#overlay-context=file/1355>