ARIZONA
PROCUREMENT PORTAL

Outstanding PO Query

This document is a quick-reference guide for users who need 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/app/.

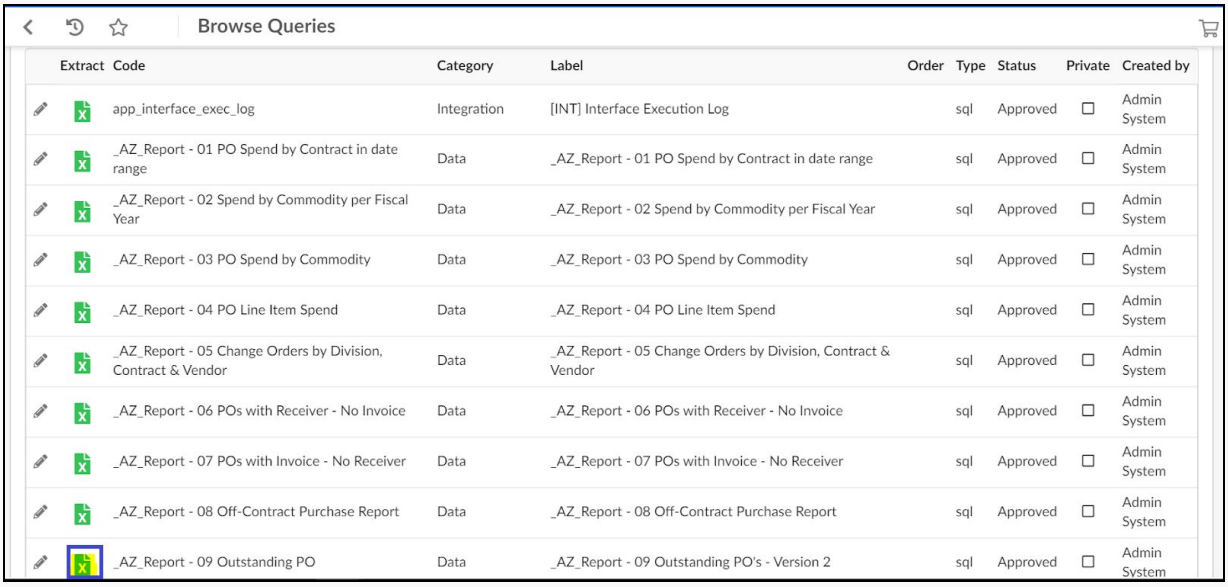
This document is a quick reference guide for users to check on outstanding PO's for their Agency/Department/ Site. Please be courteous to other users and run the report for smaller increments of time (no more than 1 quarter). The report pulls data from the live system and will cause system-wide performance 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.

Running Outstanding PO Query

1. Navigate to the Arizona Procurement Portal (APP).

2. Then, login to APP using the credentials below:
   a. User ID: **(login ID)**
   b. Password: **(password created)**

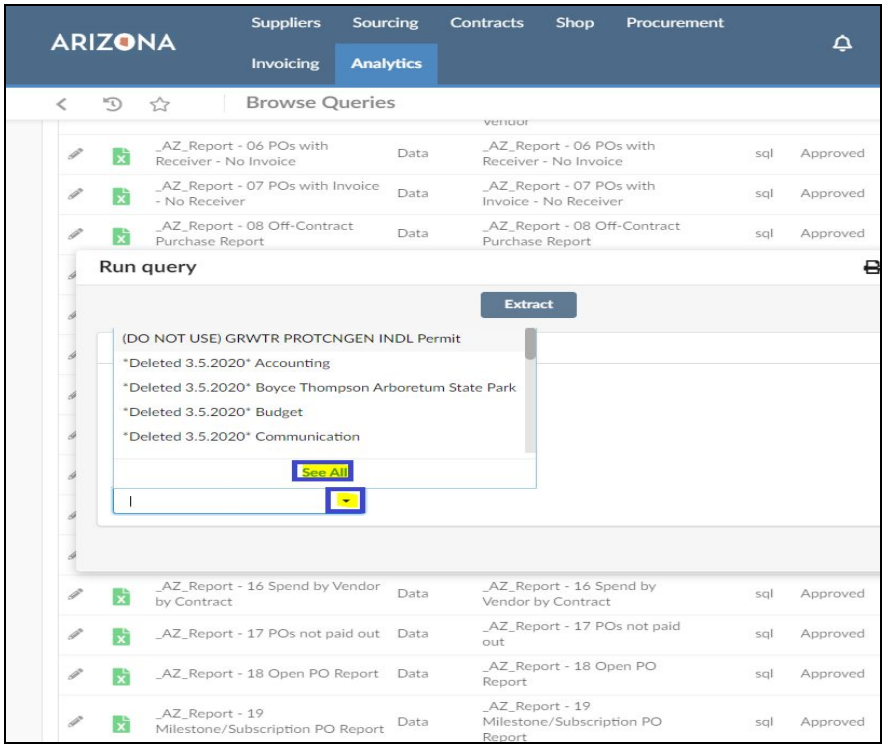
3. Now, select **Analytics** on the top ribbon
   a. Click **Browse Queries**
   b. Scroll down and click the **excel icon** next to **"_AZ_Report_v2 - 09 Outstanding PO's"**



Browse Queries

Extract	Code	Category	Label	Order	Type	Status	Private	Created by
	app_interface_exec_log	Integration	[INT] Interface Execution Log		sql	Approved	☐	Admin System
	_AZ_Report - 01 PO Spend by Contract in date range	Data	_AZ_Report - 01 PO Spend by Contract in date range		sql	Approved	☐	Admin System
	_AZ_Report - 02 Spend by Commodity per Fiscal Year	Data	_AZ_Report - 02 Spend by Commodity per Fiscal Year		sql	Approved	☐	Admin System
	_AZ_Report - 03 PO Spend by Commodity	Data	_AZ_Report - 03 PO Spend by Commodity		sql	Approved	☐	Admin System
	_AZ_Report - 04 PO Line Item Spend	Data	_AZ_Report - 04 PO Line Item Spend		sql	Approved	☐	Admin System
	_AZ_Report - 05 Change Orders by Division, Contract & Vendor	Data	_AZ_Report - 05 Change Orders by Division, Contract & Vendor		sql	Approved	☐	Admin System
	_AZ_Report - 06 POs with Receiver - No Invoice	Data	_AZ_Report - 06 POs with Receiver - No Invoice		sql	Approved	☐	Admin System
	_AZ_Report - 07 POs with Invoice - No Receiver	Data	_AZ_Report - 07 POs with Invoice - No Receiver		sql	Approved	☐	Admin System
	_AZ_Report - 08 Off-Contract Purchase Report	Data	_AZ_Report - 08 Off-Contract Purchase Report		sql	Approved	☐	Admin System
	_AZ_Report - 09 Outstanding PO	Data	_AZ_Report - 09 Outstanding PO's - Version 2		sql	Approved	☐	Admin System

4. Complete the following fields to run the query:
   a. **PO Date From:** Users Choice
   b. **PO Date To:** Users Choice
   c. **Agency:** Click the drop-down and **See All** to obtain organization Hierarchy Sheet

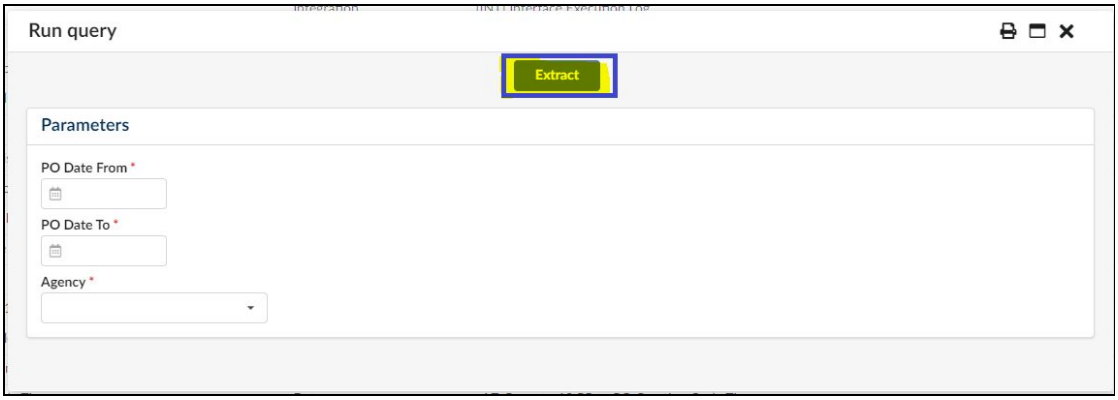


5. Once the Hierarchy Sheet pops up, click the box next to the **State of Arizona** to drop down all agencies.

6. Now, click either the **waffle hand icon** to choose all subdivisions within that agency or the **plus box** to expand that agency and **check mark** particular subdivisions within it.

7. Then, select the **X** on that pop up window.

8. Click **Extract** to execute the Query.



9. Now, the query will be extracted in Excel with the parameters that the user has chosen in your file explorer.

Columns included in the report are as follows: PO #, PO Item #, PO Date, PO Status, Requester, Supplier Code, Supplier Name, Contract #, Commodity, Agency, Agency, Division, Department, Site, Fiscal Year,Line Item Description, Amount Ordered - Pre Tax, Item Post Tax Amount, Amount Invoiced, Open Amount - Pre Tax

Note: Users can create pivot tables and move information as necessary.

	A	B	C	D	E	F	G	H	
1	PO#	PO Item	PO date	PO Status	Requester	Supplier Code	Supplier Name	Contract #	Commodity
2	PO0000205799	255131-1	5/15/2020	Ordered	John Smith	IV0000010099	CLEARMODEL LLC		Data base man
3	PO0000205902	254586-4	5/15/2020	Ordered	John Smith	IV0000037481	Lyft Inc		Vehicle rental
4	PO0000207006	256630-1	5/20/2020	Ordered	John Smith	IV0000004616	PARSUS SOLUTIONS LLC	ADSPO18-216087	Information tech
5	PO0000207011	256109-1	5/20/2020	Ordered	John Smith	IV0000004616	PARSUS SOLUTIONS LLC	ADSPO18-216087	Information tech
6	PO0000206461	256135-1	5/19/2020	Ordered	John Smith	IV0000006165	EAGLE CREEK SOFTWARE SERVICES	ADSPO18-216088	Information tech
7	PO0000206458	256154-5	5/19/2020	Ordered	John Smith	IV0000002689	BUSINESS AND DECISION NORTH AMERICA PA INC	ADSPO18-216086	Information tech
8	PO0000201279	249877-1	5/1/2020	Ordered	John Smith	IV0000000428	CRAWFORD MECHANICAL SERVICES	ADSPO16-109408	Distribution and
9	PO0000202313	251049-1	5/6/2020	Ordered	John Smith	IV0000017456	GAINSHARE INC	ADSPO18-210228	Education and T