ARIZONA

QUICK REFERENCE GUIDE

Receipts - Creating, Editing, and Deleting

This document is a quick reference guide for procurement users who need to create, edit, or delete a receipt 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/.
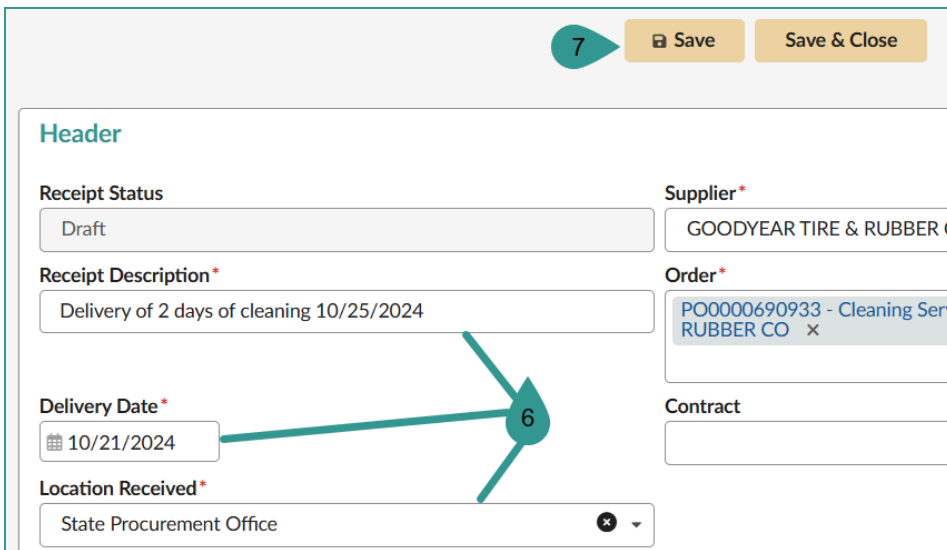
Receivers can create a receipt from the following areas **(Follow your Agency's guidelines)**:

1. Within a purchase order (PO),
2. From the pending receipts menu, and
3. From the Create Receipts menu.

Once a receipt is submitted, it will be automatically approved. Users can edit a receipt while in Draft status. Lastly, users can delete receipts if submitted in error or if there was an issue with the receipt submitted before an invoice has been applied to that receipt.

Creating a Receipt from a PO

1. Log into app.az.gov
2. Navigate to the **Procurement** dropdown menu and select **Browse Orders**
3. In the **Browse Orders** Page, search for the PO for which you wish to create a receipt.
4. Open the order you would like to create a receipt for by clicking the **Pencil** icon.
5. On the order, click **Create Receipt**.
6. On the Receipt page, complete the **Receipt Description, Delivery Date,** and **Location Received**.
7. Click **Save**.

> The Delivery Date field pre-populates with the date you are creating the receipt. Complete this field with the date the product/service was _delivered/received_.

8. Navigate to the **Received** section. If the receipt is for service provided, select the checkbox next to the line Item.

9. Click the **Edit Lines** button.
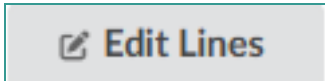
10. Add the applicable Service From/To dates in the table. These dates reflect the date the service is to and from. For products/goods, use the delivery date to and from.

Field	Value	Replace ⓘ
Service From Date	🗓	⦿
Service To Date	🗓	⦿

11. Click **Save**.

12. Click **Close**.

13. If you are receiving by dollar amount click the **Pencil** icon next to the item you are receiving.

14. On the popup, edit the quantity you are receiving in the **Quantity Received** field.
15. You can also complete the **Service From Date** and **Service to Date** fields here, if you have not in steps 9 and 10.
16. Click **Save & Close**.

Edit delivery item

🖫 Save   **Save & Close**

16

Item Description

| Daily Rate | en | [Daily Rate](#) |

Commodity

76110000 - Cleaning and janitorial services

Order

PO0000690950 - Training Prep -Sands Chevrolet Motor Company

☐ Final Delivery

Quantity Received ⓘ *

14 | 10.0000 | day ⊗ ▾ |

Price

| 350.000000 | USD |

Service From Date

📅 3/26/2025

15

Service To Date

📅 3/26/2025

17. If you are receiving by quantity edit the amount in the Quantity (QTY) column and click **Save**.

Received

Add Order Items	Delete Selection	✎ Edit Lines

↪ 0 Selected

☐		Item Description	QTY ⬍	Unit Price ⬍	Price	Currency ⬍
☐	✏ 🗑	Daily Rate spot cleaning	4.0000	17 .000000	1,280.00	USD
☐	✏ 🗑	Monthly Rate	1.0000	35,000.000000	35,000.00	USD
			5.0000			

*Ensure you delete the line items you **DO NOT** wish to receive by clicking the Trash 🗑 icon.*

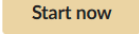18. Attach your invoice or packing slip to the receipt by opening an internal conversation.

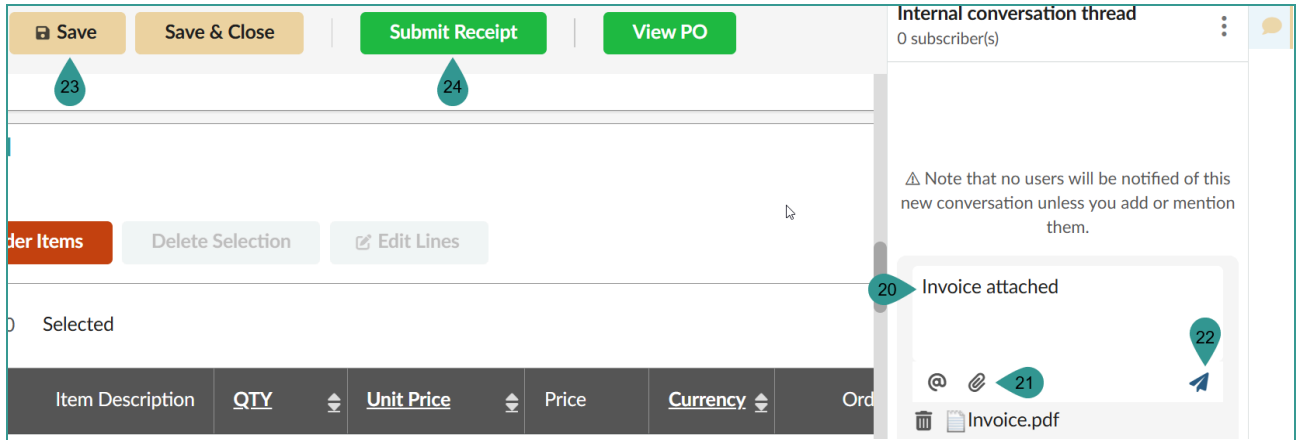| **Submit Receipt**	**View PO**	18 💬

19. Click the **Start now** button.

Conversations

No internal conversation yet
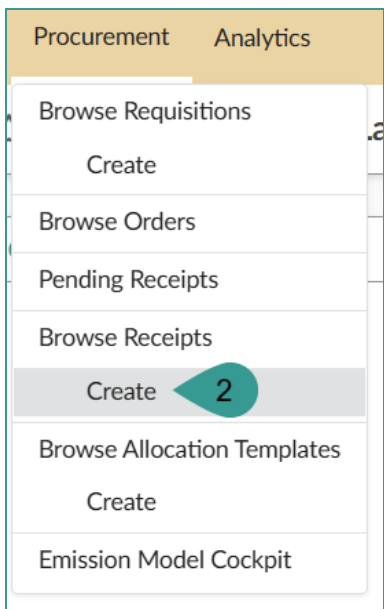
19 ▶ Start now

20. Type a message in the **Add a Message** field.

21. Click the **paperclip icon** to attach the document.
22. Click the **paper airplane** icon to send.
23. Click **Save**.
24. Click **Submit Receipt**.

Creating a Receipt from the Create Receipts Menu

1. Log into app.az.gov
2. Navigate to the **Procurement** dropdown menu and select **Create** under Browse Receipts.

3. On the Create page, complete the **Receipt Description**, **Delivery Date, Location Received, Supplier, and Order**.

4. Click **Save**.

5. Navigate to the **Received** section, and click the **Pencil** icon next to the item you are receiving.

6. On the popup, edit the quantity you are receiving in the **Quantity Received** field.

7. Click **Save & Close**.

*Ensure you delete the line items you **DO NOT** wish to receive by clicking the Trash 🗑 icon.*

8. Complete steps 14-17 in the previous section.

Creating a Receipt from the Pending Receipts Menu

1. Log into app.az.gov
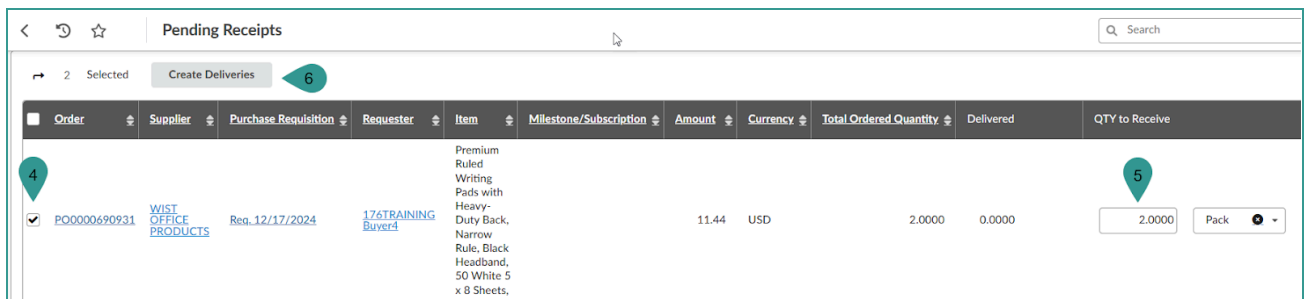2. Navigate to the **Procurement** dropdown menu and select **Pending Receipts**.
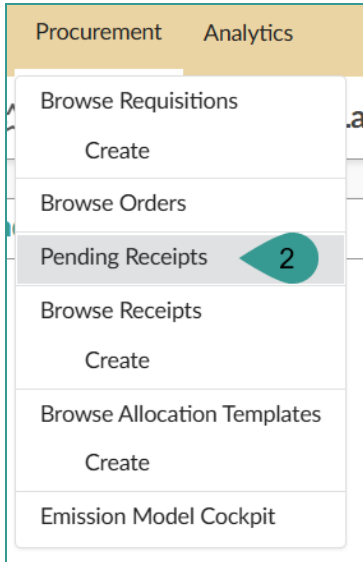
3. In the **Pending Receipts** page, search for the PO you would like to create a receipt for.

*To find a PO enter the PO Number into the **Order** field within the **Advanced Search***

4. Select all of the desired line items you wish to receive by clicking the checkbox
5. Adjust the **Quantity to Receive** as needed.
6. Click **Create Deliveries**.

7. On the popup, enter the **Delivery Location**, **Delivery Date**, and **Short Description**.
8. Click **Create Delivery**.

9. Click on the Receipt Link created.

10. Complete steps 14-17 in the first section of this document.

Editing a Receipt

1. Navigate to the **Procurement** dropdown menu and select **Browse Receipts.**
2. In the **Browse Receipts** Page, search for the receipt you would like to edit.
3. Open the receipt you would like to edit by clicking the **Pencil** 🖉 icon.

> *In order to edit a receipt it must be in DRAFT status.*

4. Modify the fields you want to edit and click **Save**.
5. Once complete editing, Click **Submit Receipt**.

Deleting a Receipt

> *Receivers can delete a receipt if it was created incorrectly. Receivers can delete receipts as long as any invoice has not been created on the PO.*

1. Navigate to the **Procurement** dropdown menu and select **Browse Receipts.**
2. In the **Browse Receipts** Page, search for the receipt you would like to delete.
3. Click the **Trash** 🗑 icon to delete the receipt.

Resources

Click the link below for more information on the requisition creation processes in APP:
https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-pay-qrgs-176