ARIZONA
P R O C U R E M E N T   P O R T A L
QUICK REFERENCE GUIDE

Revisit Workflow Step

This document is a quick reference guide for users who will wish to revisit a workflow step 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: hps://spo.az.gov

This QRG assists in reverting a workflow step from its current step, to the previous step; allowing you to modify the document information.

**Never revisit a workflow step on a Purchase Order. This causes the entirety of the Purchase order to be encumbered twice.

Revisiting Workflow Step

1. Select the **Workflow** left margin tab.
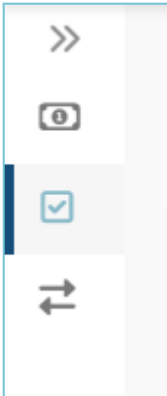
2. Scroll to the **Approval History Table** on the workflow page.

Activity	Name	Delegate to	Created on (UTC-7)	Validated on (UTC-7)	State	Due date (UTC-7)	Initial Assigned Performer

3. Locate the step you would like to return to within the Approval History Table.
4. Click the **re-visit step** link next to the workflow step to return to that phase of the workflow.

Activity	Name	Delegate to	Created on (UTC-7)	Validated on (UTC-7)	State	Due date (UTC-7)	Initial Assigned Performer	
Invoice Review			8/2/2023 2:01:01 PM					
Invoice Review			8/2/2023 2:01:01 PM					
Invoice Review			8/2/2023 2:01:01 PM					
Request for Payment Authorization			8/2/2023 2:01:01 PM	8/2/2023 2:01:01 PM				re-visit step
AP Supervisor Review			8/2/2023 1:59:19 PM	8/2/2023 2:01:01 PM				re-visit step
Credit Note Application / AP Technician Approval			8/2/2023 1:57:15 PM	8/2/2023 1:59:19 PM				re-visit step

5. You are returned to the header page of the document. Verify the **status** has changed.

Resources

Click the link below for more information on **Agency Admin** processes in APP:

https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/app-agency-admin-qrgs-176