ARIZONA
PROCUREMENT PORTAL

Receipts – Create, Edit, and Delete

This document is a quick-reference guide for users who need to create receipts in the Arizona Procurement Portal (APP.) This document also covers how to edit and cancel receipts. 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 have the ability to create a receipt from the following areas:
1. Within a purchase order,
2. From the pending receipts menu, and
3. From the create receipts menu.

Note: Once the receiver submits the receipt, it will be automatically approved. Receivers are also able to edit a receipt while in Draft status. Lastly, receivers can also delete a receipt if it was submitted in error or if there was an issue with the receipt that was submitted prior to an invoice being applied to that receipt.

Creating a Receipt

1. From any page in APP, navigate to the **Procurement** drop-down menu and select one of these 3 options (please follow your agency's guidelines) **A. Browse Orders; B. Browse Receipts - Create; C. Pending Receipts**.
2. **A.** From the **Browse Orders** page, search for the purchase order (PO) you would like to create a receipt for, by using the search bar, open the PO you would like to create a receipt for by selecting the **Pencil** icon. **Navigate** to the banner at the top of the PO page and select **Create Receipt**.
   B. From **Browse Receipts** - select **Create** and skip to step 3.
   C. From **Pending Receipts** - enter the PO number into the **Order** field within the **Advanced Search**, hit **Search.** Select all of the desired line items and adjust the quantity as needed. Select **Create Deliveries**. Skip to Step 7
3. You will be navigated to a new page. Fill in **Receipt Description** and **Location Received**. **Delivery Date** will automatically populate for the current date. You can modify these fields to match the business needs. The **Supplier** and **Order** fields will automatically populate - validate to ensure that the receipt is being created for the correct PO.

4. Select **Save**. After selecting, a new section on the bottom of the page will appear showing each item, line by line.

Received

Add Order Items	Delete Selection

→ 0 Selected

			Item Description	QTY	Unit Price	Price	Currency	Order	Final Delivery	Delivery Date	Service To Date	Service From Date
☐	✏	🗑	Business Analyst	1,200.0000	170.000000	204,000.0000	USD	ⓘ PO0000261550 - Business Analyst	☐	11/9/2020	11/9/2020	11/9/2020
				1,200.0000								

Amount (tax excl.) :	204,000.0000	USD
Tax Exempt - 0 % :	0.0000	USD
Amount (Incl. Tax) :	204,000.0000	USD

5. Modify existing line items by selecting the **Pencil** icon next to the **Item Description**.
6. Add new lines by selecting **Add Order Items**
7. Once complete, select **Submit Receipt**.
   C. If creating receipts from pending receipts be sure to click on the receipt number that is generated before clicking **Submit Receipt**.

Editing a Receipt

Receivers are able to edit information within receipts in Draft status only. Once the receipt is submitted, the receipt will become read-only.
1. From any page in APP, navigate to the **Procurement** drop-down menu and select **Browse Receipts**.
2. From the **Browse Receipts** Page, search for the receipt you would like to edit by using the search bar.
3. Use the **Pencil** icon to open the receipt for editing.
4. Modify the fields that you want to edit and hit **Save**.
5. After editing, select **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. From any page in APP, navigate to the **Procurement** drop-down menu and select **Browse Receipts**.
2. From the **Browse Receipts** Page, search for the receipt you would like to delete by using the search bar.
3. Click the **Delete Button** (Hint: Trash can icon) to delete the receipt.
4. Confirm that you would like to delete this receipt.
Please note that receipts can also be deleted from the Receipts tab of the associated PO.