

DRAFT Processing Previous Fiscal Year Invoices

This document is a quick-reference guide for users who need to process invoices for the previous fiscal year during the fiscal year end grace period set by the General Accounting Office (GAO) every year. If you have any questions, please contact your [agency's GAO liaison](#) or the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: <https://spo.az.gov/app/qrgs>.

Processing Previous Fiscal Year Invoices

1. To create an invoice to close a previous fiscal year, create your invoice as you normally would. In the Fiscal Year drop down menu in the invoice header section, select the previous fiscal year:

The screenshot shows the 'Invoice header' section of a procurement portal. The form includes the following fields:

- Status:** (Empty text box)
- Invoice Number *:** TESTINV-1100
- Invoice Date *:** (Calendar icon)
- Invoice Description *:** Test Invoice | en
- Receipt Date:** 6/18/2020
- Supplier:** RICOH DANIELSON - CSS (with a link icon)
- Supplier Contact:** DANIELSON RICOH
- Fiscal Year *:** A dropdown menu with options: 2020 - State of Arizona (highlighted with a pink arrow) and 2021 - State of Arizona.

Below the dropdown menu is a 'See All' link.

2. Click the **Save/Submit** button and continue processing as normal.
3. If you have any questions or see unexpected errors, please contact your [agency's AFIS liaison](#).