

Processing Previous Fiscal Year Invoices

This document is a quick reference guide for users wishing 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 the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

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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 form. It contains several input fields: 'Status' (empty), 'Invoice Number*' (TESTINV-1100), 'Invoice Description*' (Test Invoice), 'Currency' (USD), 'Invoice Date*' (empty), 'Fiscal Year*' (dropdown menu), and 'Receipt Date' (7/3/2023). The 'Fiscal Year*' dropdown menu is open, showing two options: '2023 - State of Arizona' and '2024 - State of Arizona'. A blue callout bubble with the number '1' points to the '2023 - State of Arizona' option. Below the dropdown menu is a 'See All' button.

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 GAO liaison. [GAO Liaison List](#)

Resources

Click the link below for more information on the invoice payment processes in APP:
<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/invoice-payment-qrgs-176>