



QUICK REFERENCE GUIDE

Submitting a “Zero-Sum Balance” Report


This document is a quick reference guide for suppliers who need to submit a “Zero-Sum” usage report 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/>.

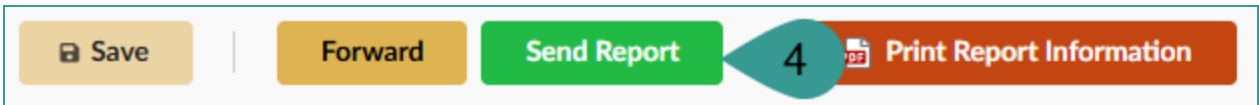
This reference guide will outline how to submit a “Zero-Sum” usage report in the new Co-Op Reporting module in APP.

Submitting a “Zero-Sum Balance” Report

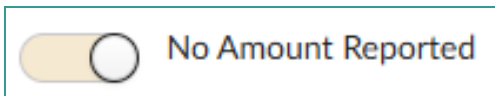
1. Login to APP.
2. Navigate to the Cooperative Usage Reports page by clicking the **Outstanding Co-Op Reports** link located at the bottom right of the APP homepage.



3. Next, click the **Pencil**  icon to the left of the report you wish to edit and submit.
4. If you are reporting no spend for the quarter, also known as a “Zero-Sum Balance” report, you will simply click the **Send Report** button at the top of the page.



5. On the Popup, click **Ok**.
6. The **No-Amount Reported** switch will be “on”



7. The system will generate a Zero-Sum report.

Resources

Click the link below for more information on CoOp Reporting processes in APP:

<https://spo.az.gov/suppliers/app-support/quick-reference-guides>