

Chart of Accounts - Allocations

This document is a quick reference guide for users who need to allocate their chart of accounts 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/>.

APP allows requisitioners to allocate a chart of accounts by percentage and by dollar amount for a single line item. Percentage and dollar amounts will automatically be calculated by the system.

Allocations

1. Navigate to the **Item Details** popup
2. Expand the **Budget Information** section
3. By default, you will see one Allocation line:

The screenshot shows the 'Allocations' section of the APP. At the top, there is a '+ Allocation' button and a 'Remaining To Allocate' field showing 0.0000 USD. Below this are 'Copy Line(s)' and 'Apply to entire Requisition' buttons. A table lists the allocation lines:

Allocation ID	%	Pretax Amount (USD)*	Tax	Organization	Organization	Fiscal Year	Budget Fiscal Year*	Function	Object
JLL	100.0000 %	100.0000		State Procurement Office	Arizona Department of Administration	2022	2022		

4. To add an additional allocation line, click **+ Allocation**
5. Next, enter the allocation **Percentage** or **Pretax Amount**, the remaining amount will calculate automatically.
6. Verify the **Remaining To Allocate** field shows **0.0000 USD**, if you have a remaining amount continue allocating the remaining amount by using the existing allocation lines or adding additional allocation lines by clicking the **+ Allocation** button.

The screenshot shows the 'Allocations' section after adding two lines. The 'Remaining To Allocate' field is circled in red with a '6' and shows 0.0000 USD. The table below shows two lines:

Allocation ID	%	Pretax Amount (USD)*	Tax	Organization
	25.00 %	25.00		State Procurement Office
JLL	75.00 %	75.00		State Procurement Office

7. Once complete click the **Save** button.