

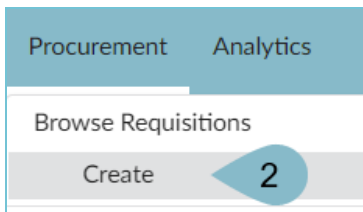
Creating After the Fact Purchases

This document is a quick reference guide for procurement users who need to create an after the fact requisition 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/>.

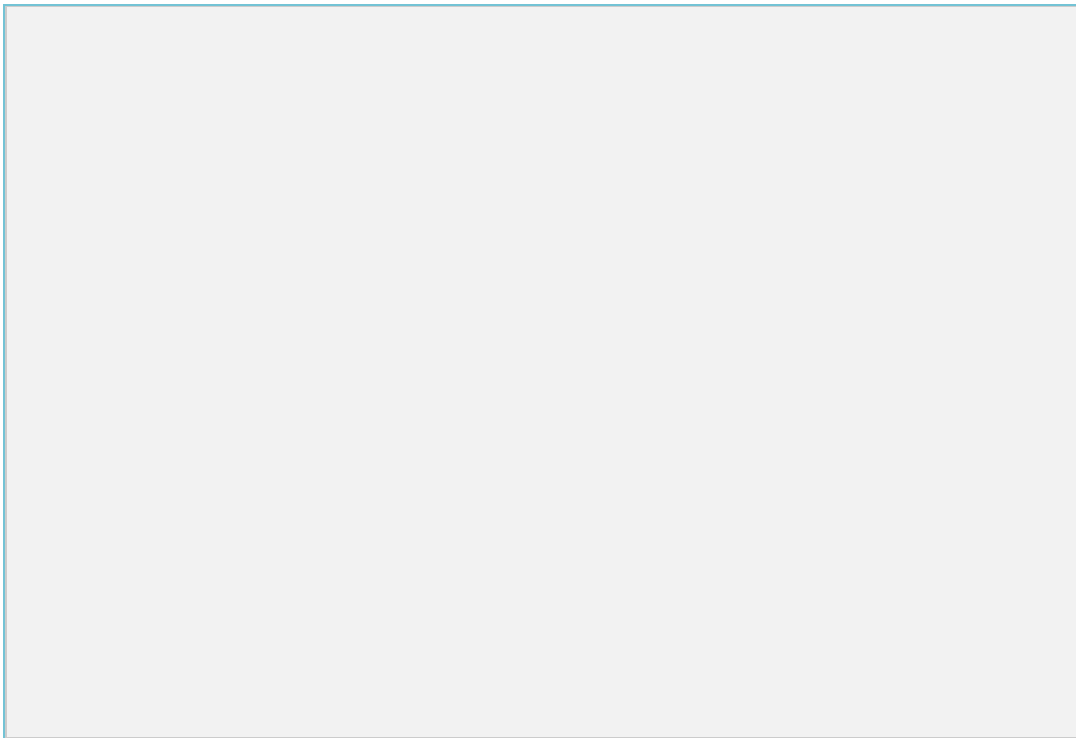
An After-the-Fact requisition, should be created after a purchase has already been completed without a valid PO and/or an Invoice is awaiting payment without a PO. When an After-the-Fact requisition is converted into a purchase order, an approved receipt will automatically be created on the order.

Creating an After the Fact Purchase

1. Log into APP
2. Navigate to the **Procurement** drop-down menu and select **Create** under Browse Requisitions.



3. Select **After the Fact Purchase** in the **Requisition Type** dropdown.
4. Complete the **Header** section including **Site**, **Fiscal Year**, **Name** and attach all pertinent documents.
5. Click **Save**.



- Complete the **Ship To** and **Bill To** dropdowns.
- Click **Save**.

- Scroll to the **Items & Services** section and click **+Add a free-text line**.

- Complete the **Item Name**, **Commodity**, and **Ordered Qty** fields in the **Item Description** Section.
- Complete the **Price** field.
- Select a **Tax Rate**.
- Select a **Supplier**, **Order Supplier/Distributor** and **Supplier Contact** if one is not auto populated.
- Click **Save**.

- Expand the **Budget Information** field and enter **Organization, Fiscal Year, Budget Fiscal Year, Function,** and **Object** fields.

Please note that Account Template or Function are required fields for successful encumbrance.

- Click **Save & Close**.

Budget Allocation - Minimum Required Fields For Successful Encumbrance

- If allocation elements, Accounting Template or Function are blank, then dimensions marked as bare minimum to process the requisition will be mandatory in AFIS
- Those bare minimum allocation elements are: Budget Fiscal Year, Unit, Fund, Appr Unit, Object, Task and Agency (AFIS - Department)

Allocations

+ Allocation Remaining To Allocate: 0.00 USD

Copy Line(s) Apply to entire Requisition

Allocation ID	%	Pretax Amount (USD)	Tax	Organization	Organization	Fiscal Year	Budget Fiscal Year*	Function
<input type="checkbox"/>	100.00 %	39.90		State Procurement Office	Arizona Department of Administration	2024	2024	SPO63C OP STA PURCH.

- Repeat steps 8-15 for all items you would like to add.
- Click **Submit for Approval**.

Resources

Click the link below for more information on the requisition creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-pay-grgs-176>