

## Staging New Fiscal Year Requisition

*This document is a quick reference guide for users who will stage new fiscal year requisitions in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.*

APP allows users to stage new fiscal year requisitions prior to July 1st. Please ensure these requisitions are not submitted for approval until July 1st - you will get AFIS errors if you do.

### Staging New Fiscal Year Requisition

1. Login to APP.
2. Create your requisition.
3. Select **20XX - State of Arizona** (the fiscal year you are creating the requisition for) from your **Fiscal Year** dropdown in the Header section.

**Header**

Requisition Status Draft	Site * Community Corrections (Training)
Requisition Type * On-Contract	Special Purchase Type
Name * Accounting Services for July	Fiscal Year * 20XX - State of Arizona
Requester * Req Trainer ADOA	<input type="checkbox"/> Set aside spend

4. Click **Save**
5. In the **Items & Services** section, click the **Pencil Icon** for the item you wish to edit.
6. Enter Item details.
7. Select **20XX** (the fiscal year you are creating the requisition for) within your Allocations for the **Fiscal Year** and **Budget Fiscal Year**.

**Allocations**

+ Allocation    Filled In:  Percentage     Amount    Remaining To Allocate: 0.0000 %

Copy Line(s)    Apply to entire Requisition

Tax	Allocation ID	%	Pretax Amount (USD) *	Organization ⓘ	Agency	Fiscal Year	Budget Fiscal Year*	Function	Object
	...	100.00 %	95,000.00	Community Corrections (Training)	Arizona Department of Corrections	20XX	20XX	A305COTAF - COTA FLEET	

8. If the new fiscal year budget has been uploaded in AFIS, select the appropriate budget Chart of Accounts (Budget Information).

Allocations

+ Allocation

Filled In  
 Percentage     Amount

Remaining To Allocate:  
 0.0000 %

Copy Line(s)    Apply to entire Requisition

	Tax	Allocation ID	%	Pretax Amount (USD)	Organization	Agency	Fiscal Year	Budget Fiscal Year	Function	Object
<input type="checkbox"/>		...	100.00 %	95.0000...	Community Corrections (Training)	Arizona Department of Corrections	20XX	20XX	A305COTAFT - COTA FLEET	7599 - 7599 - Other Miscellaneous Operating

9. Complete all other information on your requisition. **DO NOT SUBMIT FOR APPROVAL BEFORE JULY 1ST.**
10. On July 1st, submit your completed requisition for approval by clicking the **Submit Requisition** button.

Save

Submit requisition

Reset Allocations

Other Actions ▾

**Note: Submitting staged requisitions before July 1st will cause encumbrance errors as AFIS will not allow new fiscal year encumbrances until July 1st.**