ARIZONA
P R O C U R E M E N T   P O R T A L
QUICK REFERENCE GUIDE

Staging a New Fiscal Year Requisition

This document is a quick reference guide for staging 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. 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 - Users will receive an AFIS error if they submit prior to the new FY.

Creating an Open Requisition

1. Log into APP
2. Create a 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	**Site***
Draft	State Procurement Office
Requisition Type*	**Special Purchase Type**
On-Contract	
Request Name*	**Fiscal Year***
Req. 7/18/2023	3 → **20XX - State of Arizona**
Requester	☐ Set aside spend
176Upgrade Buyer2	

4. Click **Save**.
5. Scroll to the **Items & Services** section and click the **Pencil** 🖉 icon to edit the item's Details.
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	**Remaining To Allocate:**					
	Copy Line(s)	0.00 USD				7	
	Apply to entire Requisition						

☐	Allocation ID	%	Pretax Amount (USD)*	Tax ⇕	Organization ⓘ	Organization	Fiscal Year	Budget Fiscal Year*	Funct
☐ 🗑 ‖‖		100.00 %	80.00		State Procurement Office	Arizona Department of Administration	20XX	20XX	

1 Record(s)

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

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

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-qrgs-176