

## How to Duplicate a Order for the New Fiscal Year

The purpose of this document is to provide guidance on how to duplicate a requisition for the next fiscal year. This document will assist agencies on how to properly duplicate new orders for the next fiscal year in APP.

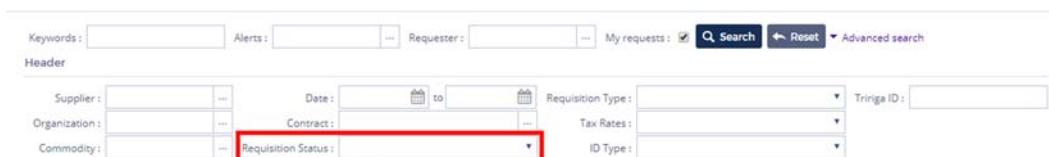
This document is a quick-reference guide for agency users creating new requests for the next fiscal year in APP. If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov).

### Duplicate Order for New Fiscal Year

1. From any page in the APP, navigate to the Procurement drop-down menu and select Browse Requisitions.



2. You have a variety of different search options available for you to utilize, however, searching by Requisition Status would be the best method as all your requisitions will be in a Ordered status. Click on the drop-down arrow and select Ordered and then click Search.

A screenshot of a search interface. At the top, there are input fields for 'Keywords', 'Alerts', 'Requester', and 'My requests', along with 'Search' and 'Reset' buttons. Below this is a 'Header' section with various filters: 'Supplier', 'Date' (with a date range selector), 'Requisition Type', 'Tringa ID', 'Organization', 'Contract', 'Tax Rates', 'Commodity', 'Requisition Status' (highlighted with a red box), and 'ID Type'.

3. Select the requisition and click on the Pencil icon to edit the requisition.
4. Click on Duplicate PR located at the top of the page to duplicate the purchase order in the APP and click OK when the pop-up window populates.

Duplicate PR

5. Enter the mandatory fields in order to create the new requisition. **Do not update the fiscal year field. Leave it as the current fiscal year.**

HEADER

Status: Draft

Requisition Type: On-Contract

Short Description: Stage for FY

Requester: Gomez Ralph

Site: [Redacted]

ID Type: [Redacted]

Files: Click or Drag to add files

ORGANIZATIONAL STRUCTURE

Legal company:

Agency:

Division:

Department:

6. Go to the line item you add at the bottom of the Purchase Requisition tab and click on the Pencil icon to edit the item on the requisition.

	#	Ref.	Short Description
	68599-1	CTR044708-10	Sign Language Interpreter, Educational (K-12) Base Rate

7. Edit the required fields to show the correct quantity, tax and supplier contact. **Ensure the delivery date is set to after the start of the new fiscal year.**

**DESCRIBE THE ITEM / SERVICE**

Short Description: Sign Language Interpreter, Educational (K-12) Base Rate

Commodity: In person sign language interpretation service

Total Ordered Quantity: 1.0000 Hour

Delivery Date: 7/1/2019

Service To Date:

Comment:

Attachments: Click or Drag to add files

Requisition Status: Draft

**FIND OR ADD SUGGESTED SUPPLIER**

Supplier: PCI & TSLLC

Order Supplier/Distributor: PCI & TSLLC

Supplier Contact: SAN MIGUEL GLORIA

**ESTIMATE COMMERCIAL COSTS**

Price: 85.000000 USD

Tax: Scottsdale - 7.95 %

% discount: [Redacted]

Total Amount: 85.0000

**DEFINE DELIVERY PLACE**

State Procurement C

State Procurement Office  
100 N 15th Ave, Suite 402  
85007 Phoenix  
Arizona  
UNITED STATES

8. Click on Budget Information and you will see that the Fiscal Year and Budget Fiscal Year is now showing the new fiscal year. If the previous year is still showing go to the top of the page and click on Reset Allocations to reset the budget line information on the line item. Then click on Budget Information to see the fiscal year.

BUDGET INFORMATION ▾

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 mand.
- Those bare minimum allocation elements are: Budget Fiscal Year, Unit, Fund, Appr Unit, Object, Task and Agency (AFIS - Department)

+ Allocation Filled in:  Percentage  Amount To be allocated: 0 %

+ Copy Line(s) Copy #

	%	Pretax Amount (USD)	Agency	Organization	Fiscal Year	Budget Fiscal Year
D	100.00 %	85.000000	Arizona Departmer ...	State Procurement ...	2020	2020

1 Result(s)

9. Click on Save & Close located at the top of the page to save your changes.

Save & Close

11. Duplicate steps 6 through 9 for each line item in your requisition.



**You can not go any further with this order until the new fiscal year starts.**




## Start of New Fiscal Year

1. Once the new fiscal year has started, from any page in the APP, navigate to the Procurement drop-down menu and select Browse Requisitions.



2. Select the requisition you started and click on the Pencil icon to edit the draft requisition.

	Requester	Code	Short Description
	GOMEZ Ralph	REQ000068599	Stage for FY20

3. Update the Fiscal Year field from the old fiscal year to the new fiscal year by clicking on the Elipsis icon and then selecting the new fiscal year.

HEADER

Requisition Status : Draft

Requisition Type : On-Contract

Short Description : Stage for FY20

Requester : Gomez Ralph

Site : State Procurement Office

ID Type :

File(s) :

Special Purchase Type :

Fiscal Year : 2019 - State of Arizona


Set aside spend :

Fiscal Year Filter (Current)

Close



Keywords :

Label

 State of Arizona

1 Result(s)

4. Go to the line item you added at the bottom of the Purchase Requisition tab and click on the Pencil icon to edit the item on the requisition.

		#	Ref.	Short Description
		68599-1	CTR044708-10	Sign Language Interpreter, Educational (K-12) Base Rate

5. Click on Budget Information and add the remaining budget line on the PO. Click on Save & Close located at the top of the page to save your changes.

Save & Close

6. Duplicate steps 4 and 5 for each line item in your requisition.

7. Click on Submit for Approval located at the top of the page to submit the requisition for approval. Once final approved, the requisition will be ordered and the PO will be created for the new fiscal year

**\*\*\*END OF DUPLICATE ORDER FOR NEW FISCAL YEAR QRG\*\*\***