

Budget Line Copy on Requisition Line Items

This document is a quick-reference guide for users who want to copy their budget lines within their Purchase Requisition line items 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/>.

Prior to Release 2, when creating a Purchase Requisition, if a user wanted to have a line item with multiple budget lines, they would have to manually create each budget line. The Budget Line Copy Enhancement now allows a user to create new budget lines in a Requisition using the copy functionality without having to manually re-enter all the values.

Copying a Budget Line on a PR Line Item

1. From any page in the APP, navigate to the **Procurement** drop-down menu and select **Browse Requisitions**.
2. From the Browse Requisition Page, search for the Purchase Requisition whose budget lines you would like to copy by selecting the **Pencil** icon.
3. Navigate to the **line item** section and **click on the desired line item**.

HEADER

Status: Draft

Requisition Type: On-Contract

Short Description: Req. 9/19/2018

Requester: 21 Requester

Site: Community Corrections

ID Type:

Files(s): Click or Drag to add files

ORGANIZATIONAL STRUCTURE

Legal company: State of Arizona

Agency: Arizona Department of Corrections

Division: Inmate Programs Rentry

Department: Community Corrections

DELIVERY ADDRESS

COMMUNITY CORRECT
COMMUNITY CORRECTIONS
801 S. 16TH STREET, STE 1
85034 PHOENIX
Arizona
UNITED STATES

INVOICING ADDRESS

BUSINESS OFFICE 1601 W
BUSINESS OFFICE
1601 W JEFFERSON ST MC320
85007 PHOENIX
Arizona
UNITED STATES

Add Additional Charges Edit Lines

#	Ref.	Short Description	Supplier	Total Ordered Quantity	UOM	Price	Tax Amount	Total	Post Tax Amount	Currency	Deliv / Service Date
2304-1	R2	Microsoft Surface Book	(R2 Test Supplier) R2 Test Supplier	1.0000	Each	900.000000		900.00		USD	3/18/2019

1 Result(s)

Amount (tax excl.): 900.00 USD

Amount (tax incl.): 900.00 USD

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4. A pop-up window will appear. Fill in the following fields, if they have not been already: **Short Description, Total Ordered Quantity, Tax.**
5. Navigate to the **Budget Information** section and fill out the budget line you would like to copy.
6. Select **Save** at the top of the pop-up window.
7. Select the checkbox at the far left of the budget line(s) for the lines you would like to copy.
8. Enter the desired number in the **Copy #** field.
9. Select the **+Copy Line(s)** field to copy the budget lines.

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 mandatory in AFIS
- 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 # 8

	Allocation ID	%	Pretax Amount (USD)	Tax	Fiscal Year	Organization	Agency	Object
7 <input checked="" type="checkbox"/>	D	100.00 %	12.00		2019	DCA	DEPT OF CORREC	

1 Result(s)