

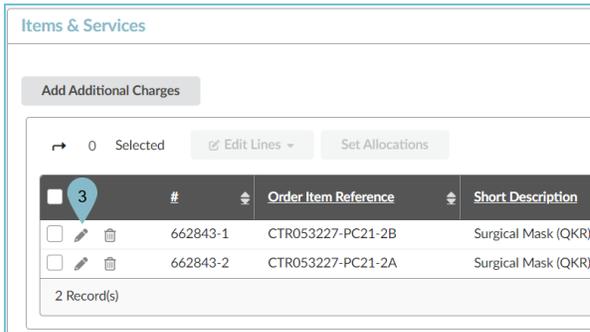
Applying a Budget Line to an Entire Requisition

This document is a quick reference guide for users wishing to apply a budget line to an entire 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/>.

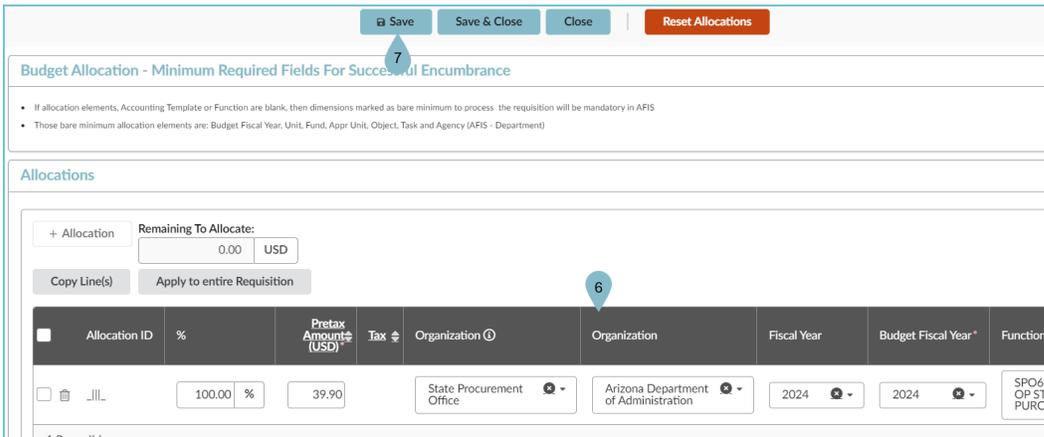
Users are able to apply budget line information within an item to all line items within a requisition. This option is available once a user adds all budget information to one line item.

Applying Budget Line to an Entire Requisition

1. Create a requisition with multiple line items.
2. Complete the requisition required fields.
3. Scroll to the **Items & Services** section and click the **Pencil**  icon to edit the item's Details.



4. Select a **Tax Rate**.
5. Select an **Order Supplier/Distributor** and **Supplier Contact** if one is not auto populated.
6. Expand the **Budget Information** field and enter your budget information (ex. **Organization**, **Fiscal Year**, **Budget Fiscal Year**, **Function**, and **Object** fields).
7. Click **Save**.



 *It is important to click **Save** after you enter your budget information before proceeding to the next step.*

- Expand the **Budget Information** section, select the **checkbox** next to the budget line you would like apply to the entire requisition.
- Click the **Apply to Entire Requisition** button.

- Click **Save & Close**.
- Navigate to the **Budget Information** section, notice the budget information has been completed on all your line items.

- Edit all other line item's Tax, Supplier Contact, etc.



Tax Rate, Order Supplier/Distributor and Supplier Contact information will not copy into other lines, this information MUST be added to all line items individually.

- Complete all other required fields on your requisition.
- 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-qrgs-176>