

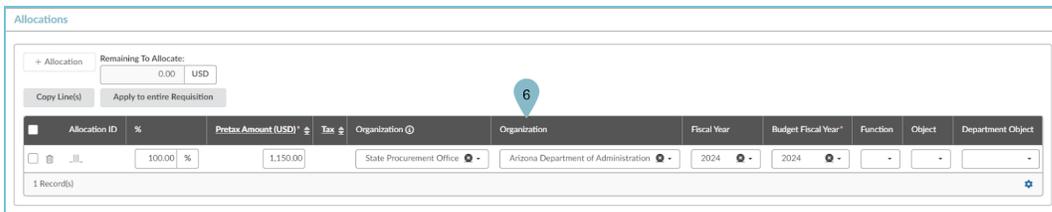
Chart of Accounts - Allocations

This document is a quick reference guide for users who need to allocate their chart of accounts 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/>.

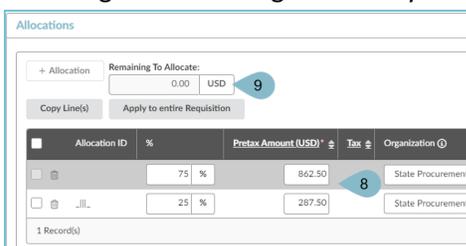
APP allows requisitioners to allocate a chart of accounts by percentage and by dollar amount for a single line item. Percentage and dollar amounts will automatically be calculated by the system.

Allocations

1. Log into APP
2. Create a requisition.
3. Complete the requisition required fields.
4. Scroll to the **Items & Services** section and click the **Pencil**  icon to edit the item's Details.
5. Expand the **Budget Information**.
6. By default, you will see one Allocation line.



7. To add an additional allocation line, click **+ Allocation**.
8. Enter the allocation **Percentage** or **Pretax Amount** for each allocation line.
9. Verify the **Remaining To Allocate** field shows **0.0000 USD**, if you have a remaining amount continue allocating the remaining amount by using the existing allocation lines or adding additional allocation lines.



10. Complete the Item Details popup.
11. Click **Save & Close**.

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-grgs-176>