

ARIZONA

DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING

Appropriation Profile Set Up Instructions

REQBUD

Agencies can find some of their budget structure elections on the REQBUD page.

Appropriation Category (APCAT)

1. Fiscal Year: Fiscal year the appropriation is being established.
2. Appr Category: First two letters of the AFIS agency code followed by the unique five digit appropriation number. For Example AAA 20000 would be AA20000.
3. Name: Name of the appropriation per legislation. This field has a 60 character limit.
4. Short Name: This is an abbreviated version of the appropriation name. This field has a 15 character limit.

Appropriation Class (APCLS)

1. Fiscal Year: Fiscal year the appropriation is being established.
2. Appr Class: This field is limited to 4 characters can be an alpha or numeric mixture. The appropriation class is a profile that records accounting data at various levels of organization detail.
3. Name: Name of the appropriation per legislation. This field has a 60 character limit.
4. Short Name: This is an abbreviated version of the appropriation name. This field has a 15 character limit.

Appropriation (APPR)

1. Appr Unit: First two letters of the AFIS agency code followed by the unique five character appropriation sequence. For Example AAA 20000 would be AA20000.
2. Name: Name of the appropriation per legislation. This field has a 60 character limit.
3. Short Name: This is an abbreviated version of the appropriation name. This field has a 15 character limit.

Funds/Objects/Revenues

1. Funds: Enter the funds that are tied to the appropriation being established.
2. Expenditure Objects: Check the box to select the range of objects that are to be included, excluded or list them individually.
3. Revenue Sources: Check the box to select the range of revenues that are to be included, excluded or list them individually.

Explanation

Summarize the need and purpose of the appropriation.

Laws Reference: enter the enacting legislation (found on the front page of the chaptered bill).

ARIZONA

DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING

Appropriation Profile

Action			Appropriation		
<input type="checkbox"/> Add	<input type="checkbox"/> Change	<input type="checkbox"/> Inactivate	<input type="checkbox"/> Category	<input type="checkbox"/> Class	<input type="checkbox"/> Unit
Fiscal Year		REQBUD			

Agency		Date	
Requestor		EIN	

Appropriation Category (APCAT)

APPR Category	
Name	
Short Name	

Appropriation Class (APCLS) If Applicable

APPR Class	
Name	
Short Name	

Appropriation (APPR)

APPR Unit					
Name					
Short Name					
APPR Class		APPR Type		Special Line Item	<input type="checkbox"/>

Enter the Funds/Objects/Revenues to be updated to the APPR

Funds linked to APPR (VFDAPPR)

Include							
---------	--	--	--	--	--	--	--

Expenditure Objects linked to APPR (VAPPROBJ/IAPPROBJ)

Include	<input type="checkbox"/> 6000-8699	<input type="checkbox"/> 6000-9999	<input type="checkbox"/> 6000-6199			
Exclude	<input type="checkbox"/> 6000-8699	<input type="checkbox"/> 6000-9999	<input type="checkbox"/> 6000-6199			

Revenue Sources linked to APPR (VAPPRSRC/IAPPRSRC)

Include	<input type="checkbox"/> 4000-4999	<input type="checkbox"/> 4111-4999				
Exclude	<input type="checkbox"/> 4000-4999	<input type="checkbox"/> 4111-4999				

Explanation Need/purpose of Appropriation (Required)

--

Laws Reference (When applicable)

Laws		Legislature		Session		Chapter		Bill		Section	
A.R.S. (Fund Category)				Effective Start Date				Effective End Date			

GAO Only

Validation Tables	<input type="checkbox"/> VAPPROBJ	<input type="checkbox"/> VAPPRSRC	<input type="checkbox"/> VFDAPPR	<input type="checkbox"/> BYSTPFSL	<input type="checkbox"/> REQBUD
-------------------	-----------------------------------	-----------------------------------	----------------------------------	-----------------------------------	---------------------------------