

# 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 AZ360 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 AZ360 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).

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## 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							
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#### 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)

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### 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
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