

FY24 Appropriation Adjustments Instructions

Annually, the General appropriation act, as well as other budget bills, are passed and create new current year appropriations and also adjustments to current year appropriations. These appropriation loads must be entered in AZ360 and submitted to the GAO for processing using a BGA60 document.

- For current year adjustments that *modify* existing appropriations (BGA60 Action = Modify), the appropriation and allotment should be entered using the following guidelines. The below examples relate to FY24 appropriations. The fields should be adjusted accordingly to reflect the proper dates, descriptions and house bill reference, depending on the FY and bill.

Budget Level 1 section

Action = Modify

Event Type = BG03

Start Date = Leave Blank

End Date = Leave Blank

Description = 24562R209HB2897001 (last three digits is the section number of the bill so it will change per agency)

House Bill Number = Leave Blank

Allotments section

Should be loaded with period 4 at 100% and period 5 at 0%

- For current year adjustments that *create* new appropriations (BGA60 Action = New), the appropriation and allotment should be entered using the following guidelines:

Budget Level 1 section

Action = New

Event Type = BG01

Start Date = Day entered

End Date = 06/30/2025 (unless other date specifically stated in the bill)

House Bill Number = 24562R209HB2897001 (last three digits is the section number of the bill so it will change per agency).

Allotments section

Should be loaded with periods 1-3 and 5 at 0% and period 4 at 100%.

- **House Bill Number** has been standardized and is required to be entered in the given format with character limits given behind each requirement. The format is: laws year (2), legislative session (2), session type (2), chapter (3), bill number (6) and section. Please note the last three digits will be different for each agency based on their section number of the bill (3). The following is an example from FY24 appropriations: 24562R209HB2897001.
- Only BGA60's in 'Submitted' status are complete. Any other status may require further action to complete the load.

Additional appropriation load instructions are available in the Appropriation Budget section of the AZ360 Budgetary Control Training Manual.

If you have any questions or need additional information, please contact your AZ360 liaison.