

ARIZONA

DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING

form instructions on page 2

APPROPRIATION PROFILE

Action: Add Change Inactivate Appropriation: Category Class Unit

Agency: _____ Fiscal Year: _____ REQBUD: _____

Appropriation Category (APCAT)

Fiscal Year: _____ APPR Category: _____

Name: _____

Short Name: _____ Budgeting: Default is on unless otherwise requested. On: Off:

Appropriation Class (APCLS) *If Applicable*

Fiscal Year: _____ APPR Class: _____

Name: _____

Short Name: _____ Budgeting: Default is on unless otherwise requested. On: Off:

Appropriation (APPR)

APPR Unit: _____ Name: _____

Short Name: _____ Budgeting: Default is on unless otherwise requested. On: Off:

APPR Class: _____ APPR Type: _____ Special Line Item: _____

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: 6000-8699 6000-9999 6000-6199 _____

Exclude: 6000-8699 6000-9999 6000-6199 _____

Revenue Sources linked to APPR (VAPPRSRC/IAPPRSRC)

Include: 4000-4999 4111-4999 _____

Exclude: 4000-4999 4111-4999 _____

Explanation - Describe Need and Purpose of Appropriation. Include Laws Reference if applicable.

Prepared by: _____ Phone: _____ Date: _____

Approved by: _____ Date: _____

GAO ONLY

NOTES

Validation Tables: VAPPROBJ VAPPRSRC VFDAPPR BYSTPFSL REQBUD

STATE OF ARIZONA-GENERAL ACCOUNTING OFFICE

APPROPRIATION PROFILE

Appropriation Profile Set Up Instructions

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.
- 5) Budgeting: Check box if appropriation will be used to load budgets. This should be selected for all appropriations.

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.
- 5) Budgeting: Check box if appropriation will be used to load budgets against.

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.
- 4) Budgeting: Check box if appropriation will be used to load budgets against.

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:

- 1) Enter the need and purpose of the appropriation as well as the legislation session information.