

# ARIZONA

DEPARTMENT OF ADMINISTRATION  
GENERAL ACCOUNTING

## Administrative Adjustments Checklist

Please check each of the following items when the criteria have been met.

Using the AFIS Document Catalog, verify the Reference Document is encumbered and confirm it is posted to the correct Budget Fiscal Year (BFY) and verify the encumbrance has sufficient funds available for the payment amount.

Verify the AFIS transaction (document), contains the appropriate Document Code & Event Type and confirm the BFY.

Using the VCUST table, verify the vendor/customer number and Address ID is correct and corresponds with the vendor name and remittance information on the invoice.

**Required Documentation** Retain supporting documentation by attaching electronically to the AFIS document (transfer or GAX) or in hard copy.

If the goods and/or services were received after June 30th, attach a copy of the Administrative Adjustment Request form (GAO-AAR) approved by the Department of Administration.

Copy of invoice(s), encumbrance and/or purchase order.

Copies of documents that support the time frame during which the goods were received or services rendered. A few examples of documents accepted: labor or work orders, packing slip/receiver, bill of lading, Fed-Ex and/or UPS print-out.

If a credit is applied to an invoice or invoices, please provide a copy of the credit memo

If the amount being paid on the claim is different from the amount listed on the invoice, a notation on the invoice or a memo is needed to explain the difference.

Include copies of any correspondence, memos, e-mails, letters or an explanation that could be helpful with the analysis of the claim.

If the supporting documentation is not self-explanatory, please notate or attach a detailed explanation.

### Preparer

Signature		EIN		Date	
Name		Title		Phone	