

AFIS Common Troubleshooting Error Questions & Answers

Introduction

This document was published to assist agencies in becoming more self-sufficient while operating within the Arizona Financial Information System (AFIS). It includes some of the most commonly asked questions the AFIS liaisons have received from agencies. This document is subject to be updated as new common questions and answers are captured by the AFIS liaisons. The GAO will send notifications when new common questions and answers are added.

If you're looking for a question regarding a specific topic, you may use the Ctrl + F keys on your keyboard and then type in a keyword, such as "STADJ," to search to see if there may be a question on the topic included in this document or if the keyword is contained in an answer to a question.

When you run into errors or issues in AFIS, there are a few steps to take before you reach out to your AFIS liaison.

- 1. Before submitting any financial type of document (except ITI documents) in AFIS, check the posting lines, and not just the accounting lines, to ensure appropriate COA's are being debited and credited.**
- 2. When you first receive an error, click on the hyper-link in the error description. This will take you to the line(s) where the errors are actually occurring.**
- 3. Start by asking your coworkers, your supervisor, your manager, and/or your agency coordinator because it is more likely that they have experienced the same issues and have the answers.**
- 4. Check for available resources on the GAO website at www.gao.az.gov. This includes training materials under Training>AFIS Training Resources, CBT training materials in TRACORP, State of Arizona Accounting Manual (SAAM) and applicable web stories.**
- 5. If after these steps are taken, you still need assistance, have your agency coordinator/agency main point of contact person reach out to your AFIS liaison. An updated Agency Liaison List is available on the GAO website under AFIS>AFIS Information.**
- 6. Include screenshot(s) of the error(s), document code and ID, and any other pertinent information when you email your AFIS liaison.**

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Question 1: How long does it take for my document to be approved by GAO?

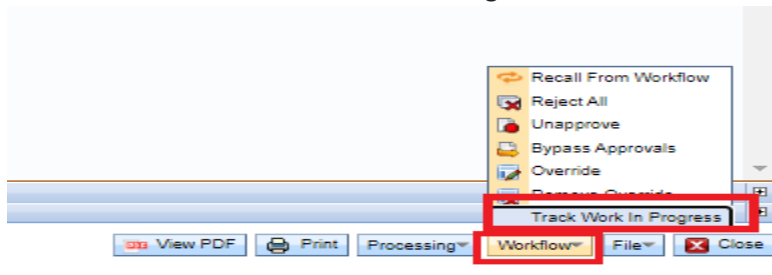
- Most documents are approved within 24-48 hours
- Some documents may take longer due to additional review and approvals

Question 2: How do I get my AFIS Production password reset?

- Call the ADOA Help Desk at 602-364-4444, option 4, or
- Open a ticket with the ADOA Help Desk at servicedesk@azdoa.gov
- **AFIS liaisons cannot reset AFIS passwords**

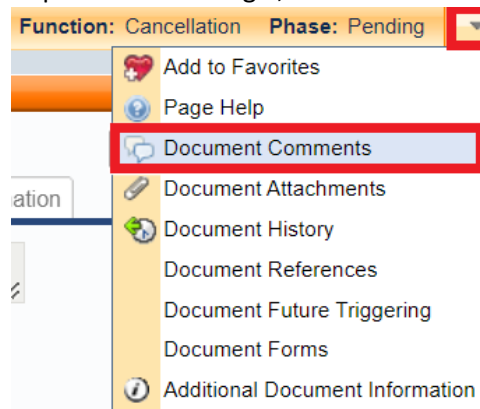
Question 3: I need my document rejected. Who do I contact?

- Agency's need to check to see what worklist the document is in and reach out to the correct group
- Go to Workflow > Track Work in Progress

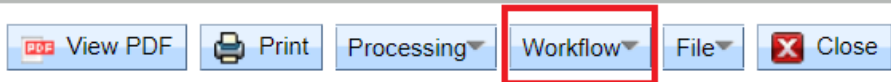


Question 4: My document is not in final and requires other approval (GAO, OSPB, other agency, etc.), how can I find out what the status is?

- Search the document catalog for rejected documents for your agency. For the document in question, look to see if there is a comment in the document comments area. Most agencies add comments if the document was rejected
 - In the document, go to the upside down triangle, then click Document Comments



- If the document was not rejected, go to Workflow > Track Work in Progress to ensure where the document is in the process



- Most documents can take 24-48 hours for the approval process. If it has been longer, reach out to the appropriate team to get an update
 - DADJ documents (**specifically BSA 0582**) - may take longer due to additional review(s) required by GAO Internal Audit and AFIS Management

Question 5: My payment has not paid out, why not?

- 1. Check the scheduled payment date on the GAX document. This will be found on the Vendor tab>Disbursement Options>Schedule Payment Date
 - If the date is a future date, you can modify the date on the GAX to pay out sooner
 - If the date has passed, go to number 2 and 3 below

The screenshot shows a software interface with two tabs: 'General Information' and 'Disbursement Options'. The 'Disbursement Options' tab is active. Below the tabs, there are two input fields. The first is labeled 'Disbursement Category:' and contains the text 'PULL' next to a green upward-pointing arrow icon. The second is labeled 'Schedule Payment Date:' and contains the date '02/22/2019' next to a calendar icon.

- 2. Check the DISRQ table – under Disbursement Control, system hold reason
 - System Hold Reason : Blank
- 3. Check INFOADV > Statewide Reports > Automated Disbursements and locate the most recent AD/EF DocExceptRep (AD/EF Document Exception Report) then search for the document you are looking for
 - This report will show documents on error for various reasons
 - Common issues – not enough cash, budget, etc.
- If there is an error, the agency will need to correct this issue in order for the GAX type document to pay

Question 6: How do I add a function?

Example error you might receive in AFIS: **The associated Function (FUNC) entry cannot be found. (C1014).**

- Add the function to Function (FUNC) table. (Must do this step first)
- Add function and chart of account information to Function Inference (FUNCINF) table

Question 7: Why am I seeing an error regarding Accounting period/year closed?

Example error you might receive in AFIS: **Accounting Period closed - transaction not allowed. (A1598)**

- Go to Accounting Period (APD) table to see if the period is open

The screenshot shows a table titled 'Accounting Period'. The table has the following columns: Fiscal Year, Period, Quarter, Name, End Date, and Closed. The first row is highlighted in orange and has a checkmark in the first column. The data in the table is as follows:

	Fiscal Year	Period	Quarter	Name	End Date	Closed
✓	2023	0	First	Opening Period	12/31/2021	Yes
	2023	1	First	July	07/31/2022	Yes
	2023	2	First	August	08/31/2022	Yes
	2023	3	First	September	09/30/2022	No
	2023	4	Second	October	10/31/2022	Yes

- If it's the beginning of the new period, wait until 9:00 am before emailing

Question 8: What type of encumbrance document do I use for my payment and/or transfer?

- Create a GAE for payment documents (GAX, GAXR1)
- Create an IPO for an transfer documents (IET, IETBS)

Question 9: I can't liquidate my GAE and/or cancel my warrant since the vendor is inactive. What should I do?

- Email the Vendor Group at vendors@azdoa.gov to temporarily activate the vendor

Accounting			
Total Lines: 10+ Accounting Line: 5 Line Amount: \$45,640.01 Line Open Amount: \$0.00			
Accounting Line	Line Amount	Line Open Amount	Line Closed Amount
5	\$45,640.01	\$0.00	\$45,640.01
6	\$41,052.27	\$0.00	\$41,052.27
7	\$945,000.00	\$728,927.65	\$216,072.35
9	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00
11	\$9,830.00	\$9,830.00	\$0.00
12	\$331,000.00	\$296,282.84	\$34,717.16
13	\$53,000.00	\$19,763.63	\$33,236.37
14	\$7,895.00	\$7,895.00	\$0.00
15	\$184,003.00	\$139,616.99	\$44,386.01

General Information Reference Fund Accounting Detail Accounting

Event Type: PR05 Budget FY: 2022

Accounting Template: Fiscal Year:

Line Description: H850801C Period:

Line Amount: \$45,640.01 Line Closed Amount: \$45,640.01

Line Closed Date:

Line Open Amount: \$0.00

- This will leave you with the Line Open Amount- \$0
- Validate and Submit

Question 11: Why is my chart of accounts (COA) being overridden?

- Check to see if there is a function inference set up and view the COA elements
- The function inference overrides templates and manually keying

Question 12: When is soft/hard close?

- Look on the GAO website main page, under AFIS Month End Close Schedule FY 20XX on the right-hand side of the page. GAO updates this page when a fiscal month is soft closed and hard closed.

AFIS MONTH END CLOSE SCHEDULE FY 2023

MONTH	SOFT CLOSE**		HARD CLOSE	
	DATE	DAY	DATE	DAY
13th Month FY 2022	07/16/22	Saturday	8/27/22	Saturday
July	8/30/22	Tuesday	8/30/22	Tuesday
August	09/2/22	Friday	9/27/22	Tuesday
September	10/3/22	Monday		
October	11/2/22	Wednesday		
November	12/5/22	Monday		
December	01/3/23	Tuesday		
January	02/3/23	Friday		
February	03/03/23	Friday		
March	04/03/23	Monday		
April	05/02/23	Tuesday		
May	06/05/23	Monday		
June	07/08/23	Saturday		
13th month	07/15/23	Saturday		

**Soft close will be completed on the days listed above before transaction processing begins for that business day.

Question 13: What do I do if something isn't working, such as printing, a new period not open, AFIS is down, etc.?

- Wait until at least 9:00 am
- The liaisons most likely have been notified
- The issue is actively being worked on

Question 14: What is the difference between CTX vs CCD?

- CTX and CCD are the available ACH payment formats that are sent to the bank for electronic payments
- The CCD file format includes one addenda record of remittance payment detail
- The CTX file format includes multiple addenda records of remittance payment detail. This is the most common type.

Question 15: A vendor has a question about payment details regarding a payment they recently received. What should I tell them?

- If the payment was issued within the current or prior calendar year, have the vendor go to the Vendor Payment Website at <https://venpay.az.gov/paymtsearch>
- The vendor can search for their payments and find the invoice number, invoice description, etc.
- If the payment was prior to the previous calendar year, and they know which agency paid them, they should just work with that agency directly
- If the payment was prior to the previous calendar year and the vendor isn't sure what agency paid them, they may contact GAO or an AFIS liaison for assistance

Question 16: What does it mean when I get a staging error?

- Go to the Budget Fiscal Year Staging Profile Select table (BYSTPFSL)

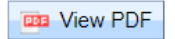
The screenshot shows a web interface titled "Budget Fiscal Year Staging Profile Select". It includes a "Browse Clear" link, two input fields for "Staging Profile" and "Staging Profile Name", and a table with two columns: "Staging Profile" and "Staging Profile Name". The "AP" row is highlighted in orange and has a checkmark in the first column. Below the table are navigation links: "Copy", "First", "Prev", "Next", and "Last".

Staging Profile	Staging Profile Name
2A	Type 2A Appropriations - Optional
2B	Type 2B Appropriations - Optional
2C	Type 2C Appropriations - Optional
✓ AP	Appropriation Type 1 Profile - Expense
CA	Type 2 Appropriations - Optional
CO	Type 2CA Appropriations - Optional
GC	GCA Fund
MY	Multi Year Budgets
NA	Approp Type 2 and 3 Profile - Expense/All Revenues/All BSA
PC	Payroll Clearing Fund - Special Accounts 1316, 1320 and 1321

- You can find the most common AP Staging Profiles errors below, for example:
- Stage 3- BFY-2019 FY-2019- type 1 or 2 appropriation needs an encumbrance because the amount is over \$5,000 and documents exceeding this amount need a reference document.
 - Needs an encumbrance (GAE/IPO)
- Stage 4- BFY-2018 FY-2019 STAGE FOUR-(13th month) - type 1 or 2 appropriation
 - Needs an encumbrance (GAE/IPO)
- Stage 5- BFY-2018 FY-2019- ADMIN ADJUSTMENT - type 1 or 2 appropriation
 - Needs an encumbrance due to the admin adjustment period (GAE/IPO)
- Stage 6- Appropriation has lapsed – cannot use that appropriation
 - There are certain circumstances where a lapsed appropriation can be used, such as cancelling a warrant or liquidating an encumbrance, as an example.
 - This exception should be discussed with GAO if AFIS is rejecting the document.

Question 17: How do I print a Cash Receipt (CR) type document?

- Click 'View PDF' on the CR document



Question 18: My PDF won't print, why?

- There could be others trying to print, so there is a delay
- Try to wait 20 minutes to see if the form is just loading
- Ask your coworkers to see if it is an agency issue
 - If all your coworkers are having issues, it could be a statewide issue
 - **One person** from your agency should contact your AFIS liaison

Question 19: Is the Cash Sweep (SWEEP) table an instantaneous update?

- No, it needs an overnight cycle to update

Question 20: I am getting this error in AFIS - **VIR table Vendor Invoice on Vendor Invoice Registry has been paid for \$XX.XX. (A1807)**, what should I do?

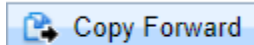
- Go to the VIR table to see what has already been paid using that invoice number
- An agency cannot have a duplicate invoice number for the same vendor

Question 21: My warrant/check needs to be pulled, who do I contact?

- The agency CFO must send an email to the GAO Admin Team at gaoadmin@azdoa.gov
- Include check number, check amount, business justification for pull request, and any additional information

Question 22: How do I clear my STADJ?

- If the STADJ is due to non-sufficient funds (NSF), please refer to the the 'Handling an NSF' QRG on the GAO website under Training > AFIS Training Resources
- If the STADJ is not due to an NSF, copy forward to a DADJ to 'clear' the STADJ



- When clearing STADJ's refer to the BBALD screen to view the current balance to ensure you are clearing the balance correctly
- When clearing STADJ's see the associated DADJ event type below

The Event Types used with a DADJ are:

- ARD1 – Unfavorable Deposit Adjustment – Revenue Source (use in conjunction with STADJ event type ARS1)
- ARDA – Unfavorable Deposit Adjustment – Object (use in conjunction with STADJ event type ARS1)
- ARD2 – Favorable Deposit Adjustment – Revenue Source (use in conjunction with STADJ event type ARS2)
- ARDB – Favorable Deposit Adjustment – Object (use in conjunction with STADJ event type ARS2)
- ARD3 – Write Off NSF Receivable – Revenue Source (use in conjunction with ARS3)*
- ARD4 – Write Off NSF Receivable – Object (use in conjunction with ARS3)
- ARD6 – Credit Card Unfavorable Adjustment – Revenue Source (use in conjunction with ARS4)
- ARD7 – Credit Card Unfavorable Adjustment – Object (use in conjunction with ARS4)
- ARD8 – Credit Card Favorable Adjustment (use in conjunction with ARS5)

*Note: There are several Quick Reference Guides, such as *Favorable & Unfavorable Deposit Adjustments*, *Non-Web Portal Credit Card Revenue & Fee Processing*, *Handling an NSF*, and other training material regarding this topic under Training on the GAO website (www.gao.az.gov)

Question 23: How do I know the status of a warrant and if it has been cashed or not?

- Go to the Paid Checks (PDCHK) and/or Check Reconciliation (CHREC) table in AFIS
- PDCHK table shows warrants that have been paid, cancelled and/or stale dated
- CHREC table shows warrants that are in warranted status and EFTs that have been recently been disbursed but not yet cleared by the receiving bank

Question 24: Can I add my own Chart of Accounts (COA) elements in AFIS?

- See the below crosswalk regarding who has authority to create the COA

Chart of Accounts Crosswalk

Chart of Account Rollups

*Rollups are primarily used to support reporting needs and requirements.

*Rollups are always inferred for posting to journals and other tables in the system from the base element on the accounting/ posting line.

*Rollups are optional and generally do not have a predefined hierarchy.

Decentralized means that the COA is controlled at the agency level and that someone at the agency is able to establish the COA

Centralized means that the COA is controlled at the Statewide level and that someone at GAO needs to approve/establish the COA

Rollups										
Element	Sub Element	Central/Decentral	Section	District	Group	Bureau	Division	Flex 1-5	Cabinet	Branch
Organizational Elements										
Department	N/A	N/A							Central	Central
Unit	Sub Unit	Decentral	Decentral	Decentral	Decentral	Decentral	Decentral	Central		
Element	Sub Element	Central/Decentral	Class	Category	Type	Group	CAFR Major	CAFR Minor	CAFR Activity Unit	County
Fund Accounting Elements										
Fund Accounting Elements	Sub Fund	Central	Central	Central	Central	Central	Central	Central		
Object	Sub Object	Central	Central	Central	Central	Central	Central	Central		
Revenue Source	Sub Revenue Source	Central	Central	Central	Central	Central	Central	Central		
Balance Sheet	Sub Balance Sheet	Central	Central	Central	Central	Central	Central	Central		
Other Elements										
Appropriation	N/A	Central	Central	Central	Central	Central				
Function	Sub Function	Decentral	Decentral	Decentral	Central	Central				
Activity	Sub Activity	Decentral	Decentral	Decentral	Central	Central	Central	Central	Central	
Location	Sub Location	Decentral	Decentral	Decentral		Central				Central
Reporting Code	Sub Reporting	Central	Central	Central	Central	Central				
Department Object	N/A	Decentral	Decentral	Decentral	Decentral	Decentral				
Department Revenue	N/A	Decentral	Decentral	Decentral	Decentral	Decentral				
Task	N/A	Decentral								
Program Structure										
Major Program	N/A	Decentral	Central	Central	Decentral	Decentral				
Program	N/A	Decentral	Central	Central	Decentral	Decentral				
		Decentral/ Major								
Program Period	N/A	Program								
Phase	N/A	Decentral								
Task Order	N/A	Decentral								

Question 25: How do I know if the Department Object/or other COA are required in AFIS?

- Go to the (Fund Department Requirements) FDREQ table. This table is managed at the agency level
- Search for the Fiscal Year, Department, Fund, Accounting Classification
- If it says 'Required' next to the COA, that COA is required
- If the agency does not want it to be required, have **management at your agency** change the drop down to 'Optional' if applicable

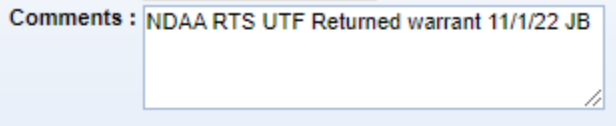
Fiscal Year	Department	Fund	Accounting Classification
2023	ADA	1000	Spending
2023	ADA	1000	Revenue

Fiscal Year: 2023
 Department: ADA
 Fund: 1000
 Accounting Classification: Spending

Unit: Optional
 Sub Unit: Optional
 Appropriation Unit: Optional
 Department Object: Required
 Department Revenue: Optional
 Location: Optional
 Sub Location: Optional
 Sub Activity: Optional
 Function: Required
 Sub Function: Optional
 Reporting: Optional
 Sub Reporting: Optional
 Task: Optional
 Sub Task: Optional
 Task Order: Optional
 Program: Optional
 Phase: Optional
 Program Period: Optional
 Debt ID: Optional

Question 26: Why is my vendor inactive?

- Go to the Vendor/Customer (VCUST) table
- Go to Change Management at the bottom of the screen
 - Look at the comment section to see the reason for the inactivation of the vendor such as returned warrants, returned 1099, etc.



Some common address abbreviations are shown below

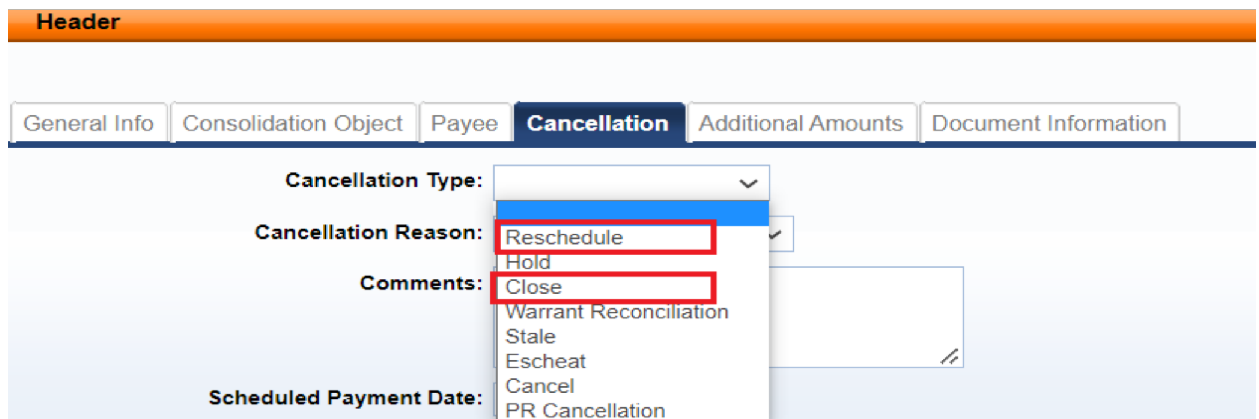
- NDAA = Not Deliverable As Addressed
- RTS = Return To Sender
- UTF = Unable To Forward
- NMR = No Mail Receptacle
- ANK = Address Not Known
- Verify the addresses with the vendor to ensure they are correct
 - The remit address is where the payment should be sent
 - The main address is where the 1099 should be sent
- Then contact Vendors@azdoa.gov to get the vendor activated
- If the address is incorrect and the Vendor/Customer starts with an IV, the vendor must update their address in APP. If the Vendor/Customer starts with something other than IV, you may need to process a VCMD1 document in AFIS to update the address after obtaining an updated GAO-W-9 from the vendor

Question 27: The vendor said they updated their address in Arizona Procurement Portal (APP), why didn't the address update in AFIS?

- Ensure the vendor updated the correct address in APP, see the two situations below
 - The remit address in APP updates the vendor to become active in AFIS
 - The main address in APP only updates the 1099i table in AFIS

Question 28: I am doing a stop payment in AFIS, what do I select for the cancellation type?

- Select either **Close or Reschedule** – all other selections will cause GAO to reject the document
- If Reschedule is chosen, a notarized Warrant Replacement Request Form (GAO-6) must be attached



Question 29: Do I have to attach a voided warrant to the cancellation document in AFIS?

- No you do not have to, there are three different situations to choose from.
- Additional information in regards to stop payments can be found in the How to Close or Reissue a Warrant QRG

Cancellation with a Stop Payment	Warrant not in hand
	Cancel Type: Close
	BofA overnight process
	No attachment
Cancellation with a Voided Warrant Attached	Warrant in hand
	Cancel Type: Close
	Effective on approval
	Attach voided warrant
Reschedule (Reissue) a Warrant	Warrant not in hand
	Cancel Type: Reschedule
	Effective on approval
	Attach notarized GAO-6

Question 30: I submitted a stop, when will it be approved?

- Any Stops in the GAO AP Approver worklist before 3pm will be added to the stops list in the banking system the same business day
 - The next business day the document should be approved by 11am
- Any Stops documents that arrive in the GAO AP Approver worklist after 3pm will be added the next business day

Question 31: What object/revenue source do I use?

- On the GAO website > Publications >SAAM
 - There is a list of all revenue sources and objects and their descriptions
 - The agency should normally decide what to use since GAO is not involved in day to day operations at the specific agencies

Question 32: The vendor requested a warrant copy, what do I do?

- A user with an AP role at the agency must fill out the Warrant Copy Request (GAO-5) Form located on the GAO website and send the completed form to AFIS.Operations@azdoa.gov
- AFIS Ops will provide the copy for the agency to send to the vendor

Question 33: What is a 3-way match?

- A three-way match is the process of comparing the purchase order, the goods receipt note and the supplier's invoice before approving a supplier's invoice for payment. A 3-way match helps in determining whether the invoice should be partially paid or in its entirety.
- If you still need assistance regarding a 3-way match, please contact ADOA SPO at APP@azdoa.gov

Question 34: Are agencies allowed to adjust allotments?

- The agency would need to complete a BGA90 document in AFIS with a letter attached stating the justification for the requested allotment adjustment. It will be reviewed by GAO and OSPB. The time varies that it will be with OSPB waiting for review and approval/decline. The time from request to response can vary from a couple of days to a couple weeks (or longer).

Question 35: Can specific lines on a PEDF1 document be deleted?

- No, not allowed. See the **HRIS Payroll Transaction Corrections QRG** on the GAO website under Training > AFIS Training Resources for more information on correcting PEDF1 documents on error

Question 36: Why did a GAX produce a warrant instead of an EFT payment?

- Check to see that the vendor and payee (*if applicable*) are BOTH set up for EFT payments on the VCUST table

▼ Prenote/EFT

- If the vendor is setup for ACH/EFT, the agency should let the system default the disbursement options, **do not select warrant**

Question 37: What is a JVEXP document?

- JVEXPs are Journal Vouchers for Expired Warrants created under AAA, which means that the agencies cannot view the documents in AFIS. They are system generated as part of the expired warrant job that is completed weekly by an AFIS manager. The JVEXP is to record the stale dating of the warrant (a warrant that is older than 180 days without being cashed). It either cancels the expenditure and returns the funds to the originating fund or it sends the funds to unclaimed property. The originating fund's fund group determines whether the funds are returned to the agency or sent to the Arizona Department of Revenue Unclaimed Property.
- Your liaison can provide the warrant number that was stale dated.
- Use the fund group and research on the Unclaimed Property Fund Group (UCFGRP) table in AFIS to determine where the money will be sent when the Expired Warrants job runs

Fund Group	Group Name
✓ 1000	Unclaimed Property
1006	Unclaimed Property
1007	Unclaimed Property
1009	Unclaimed Property
1010	Unclaimed Property
1021	Unclaimed Property
1028	Return to Fund
1029	Return to Fund
1031	Unclaimed Property
1040	Unclaimed Property

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Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#)

*Fund Group : 1000

*Group Name : Unclaimed Property

Question 38: A warrant stale dated. What happens now?

- Look at the fund on the posting line of the document associated with the warrant
 - Go to the FUND screen to find the fund group that the fund belongs to
 - Notate the fund group and search for it on the Unclaimed Property Fund Group (UCFGRP) table
- Money either goes back to the fund for the agency to reissue the payment or to Unclaimed Property for the payee to claim the funds

Fund Group	Group Name
✓ 1000	Unclaimed Property
1006	Unclaimed Property
1007	Unclaimed Property
1009	Unclaimed Property
1010	Unclaimed Property
1021	Unclaimed Property
1028	Return to Fund
1029	Return to Fund
1031	Unclaimed Property
1040	Unclaimed Property

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

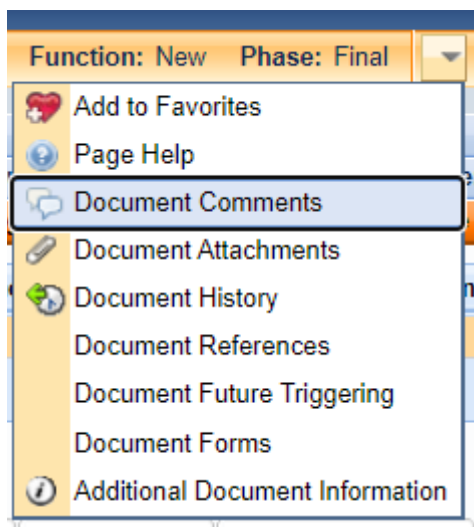
*Fund Group : 1000

*Group Name : Unclaimed Property

Question 39: How do I add attachments to an AFIS document?

- Attachments allow users to attach one or more files to the currently selected component of an open document. When selected, users are presented with a page presenting options to add, delete, or view document attachments. If the document is not opened for update, only viewing of a document's attachments is allowed.

Click on the downward triangle next to the Phase. Then select Document Comments.



Fill in a Subject and a Comment, then click the Save button

First Prev Next Last

[Save](#) [Undo](#) [Insert](#) [Copy](#) [Paste](#) [Search](#) [Attachments](#)

Document Code : GAX


Document Dept. Code : AAA

Document ID : TESTPRINT1

Version : 1

User : 105085

Phase : Final ▼

Standard Comment Code : 

* Subject :

* Comment :

Browse for the document(s) you want to attach and then check the box next to the document File Name and click the Upload button.

Upload Attachment

Click the 'Browse' link to select a file or you can also drag and drop files on the page. Click 'Upload' or 'Cancel' when you have finished.

[Browse](#)

Description :

Attachment Type : Standard ▼

[Select All](#) With selected : [Apply Description](#) [Apply Attachment Type](#) [Clear Description](#) [Remove](#)

	File Name	Description	Attachment Type
<input checked="" type="checkbox"/>	Test document.docx	<input type="text"/>	Standard ▼

Total Number of Files selected: 1

[Upload](#) [Cancel](#)

When successfully uploaded, click the Done button

Upload Attachment

Click the 'Browse' link to select a file or you can also drag and drop files on the page. Click 'Upload' or 'Cancel' when you have finished.

[Browse](#)

Description :

Attachment Type : Standard ▼

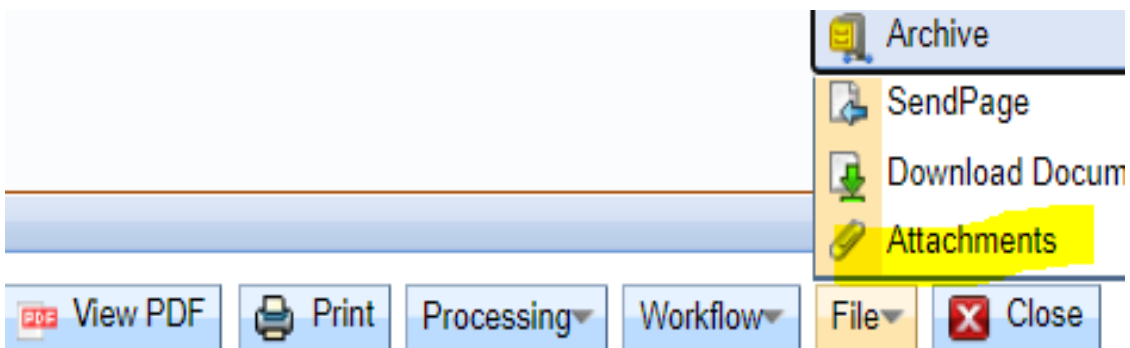
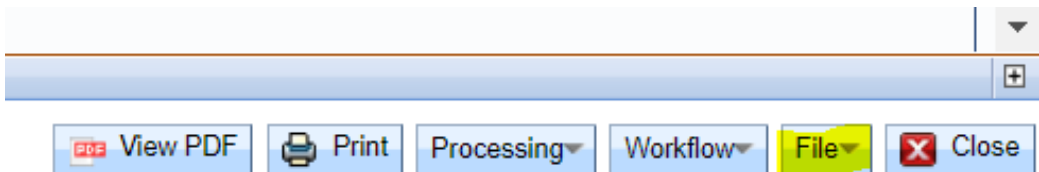
[Select All](#) With selected : [Apply Description](#) [Apply Attachment Type](#) [Clear Description](#) [Remove](#)

File Name	Description	Attachment Type	File Size
Test document.docx	file uploaded successfully	Standard	11.49 KB

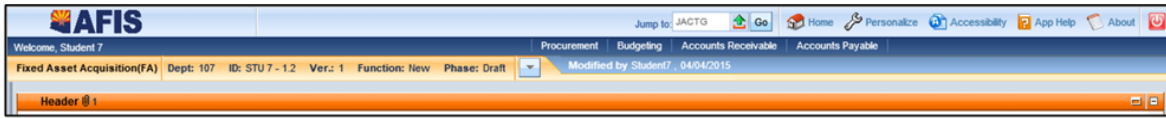
Total Number of Files selected: 1
Total Files Size: 11.49 KB

[Upload](#) [Done](#)

As another option, you may also be able to add an attachment by clicking the File button and then Attachments. The Attachment page opens allowing users to browse for the item to be uploaded. From the Attachments page, users may be able to upload, download, delete, or restore attachments.



Once the document is attached, a Paper Clip icon and a number are displayed on the section header and the line. The number on the section header is the total number of attachments for that section; whereas, the number on the line is only attachments associated with that line.



This information may also be found by searching for “attachments” in the Getting Started with AFIS Training Guide on the GAO website.

Question 40: What is an ABDL document?

- An ABDL, Accounting Based Document Lapse, is the document generated by the Fiscal Year-End Statutory Encumbrance Lapse job as part of the Fiscal Year-End Closing process. An ABDL is created during fiscal year-end close to close out remaining open encumbrance balance. The reference document included in the Reference Tab of the Accounting section of an ABDL is the open encumbrance document that is being closed out/liquidated by the ABDL document. An ABDL document can also be used to liquidate an open encumbrance document that is drawn from a type 3 appropriation (non-appropriated appropriation).

Question 41: What is a JVES document?

- A JVES, Journal Voucher Encumbrance Sweep, is the document generated by the Fiscal Year-End Open Encumbrance Balance Roll Forward job as part of the Fiscal Year-End Closing process. A JVES is created during fiscal year-end close to roll open encumbrance balance (established in both AFIS and APP) from the fiscal year that is being closed to the new accounting fiscal year, using the same chart of account on the initial encumbrance document. The Open Encumbrance Balance Roll Forward job does not actually liquidate the original encumbrance documents and reestablish new encumbrance documents in the new accounting fiscal year.

Question 42: What is a JVAC document?

- A JVAC, Journal Voucher Annual Close, is the document generated by the Fiscal Year-End General Ledger Close job as part of the Fiscal Year-End Closing process. A JVAC is generated during fiscal year-end close to 1) close nominal account balances (cash expenditures, accrued expenditures, collected revenue and billed revenue) to fund balances and 2) roll forward real account balances (assets and liabilities) from an accounting fiscal year that is being closed to the new accounting fiscal year.