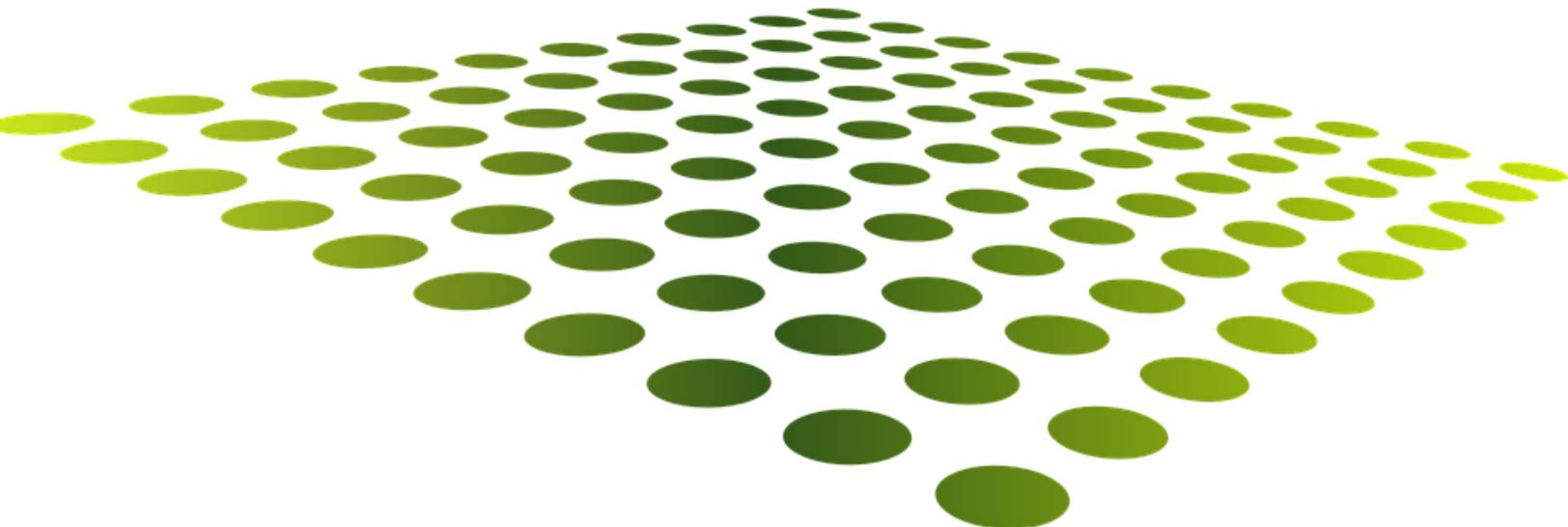




ADOA – General Accounting Office

# AFIS MANUAL: ACCOUNTS PAYABLE





# Accounts Payable

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All activity Demos will be displayed with an icon



# ACCOUNTS PAYABLE

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The Accounts Payable course is designed for users who start and complete payments in AFIS. The activities will focus on the processes required to understand when and how to make encumbrances and payments utilizing AFIS.

## Course Objectives

As a result of this course, you will be able to create encumbrances and payments in AFIS based on specific realistic scenarios.

You will be able to:

- Encumber Funds using a General Accounting Encumbrance (GAE)
- Create a GAE with multiple lines
- Modify and Cancel a GAE
- Make a payment using a General Accounting Expenditure (GAX) from a GAE
- Complete a GAX payment using a Function
- Process a GAX payment without a GAE
- Modify and Delete a GAX
- Process a partial payment
- Process a GAX against multiple budget lines
- Create and process a Disbursement Request Modification (DRM)
- Research payments and disbursements using query tables in AFIS and reports in InfoAdvantage



## Accounts Payable (AP) Basics

Arizona Procurement Portal (APP) is the statewide online procurement system. Procurement consists of processing Requisitions, Purchase Orders and Receipts. APP manages agencies and statewide solicitations and contracts that are subject to Arizona Procurement Code. When an item is purchased using a Purchase Order, it is purchased through APP.

AFIS is the statewide financial management system. It handles all of the financial tasks associated with running the State of Arizona’s accounting system, but for Accounts Payable purposes, it is where bills are paid. APP and AFIS are integrated, meaning there is an automatic verification of accounting and budget information for goods or services purchased through APP. APP training and how it integrates with AFIS is taught by the Arizona Department of Administration – State Procurement Office (SPO). Contact ADOA SPO at [app@azdoa.gov](mailto:app@azdoa.gov) for details regarding APP training.

Some purchases do not go through APP. They do not require a Purchase Order, nor do they need to be handled through the procurement system. The payment of goods and services that do not go through APP will be paid directly from AFIS. These types of payments are referred to as Accounting Based (ABS) documents in AFIS.

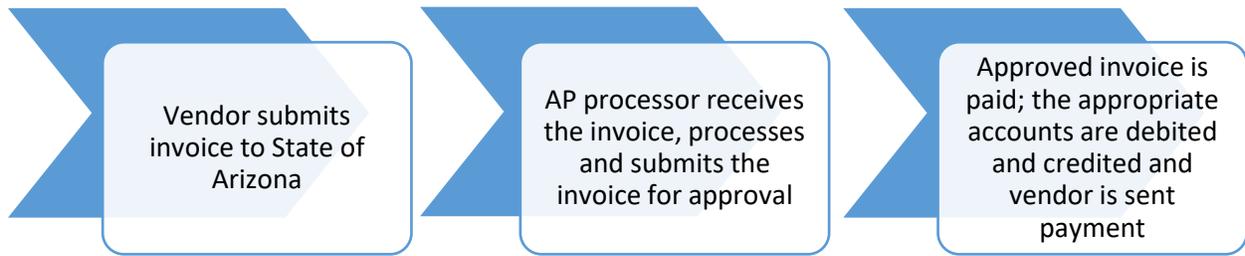
The focus on the Accounts Payable course is to process encumbrances and expenditures that do **not** go through the APP system. In this lesson, the following payment processes are introduced:

- General Accounting Encumbrances (GAE)
- General Accounting Expenditures (GAX)

APP – Arizona Procurement Portal	AFIS
<p><b>Invoice for expenses that require a Purchase Order</b></p> <ul style="list-style-type: none"> <li>▪ <b>Products or services purchased through State contract</b></li> </ul>	<p><b>Payments that do not require a Purchase Order</b></p> <p><b>Specific examples of payments that can be paid directly in AFIS include:</b></p> <ul style="list-style-type: none"> <li>▪ Rent</li> <li>▪ Debt service payments</li> <li>▪ Utility payments</li> <li>▪ Payments to other government entities external to the State (e.g. Forestry sending monies to fire districts)</li> <li>▪ Providing loans to individuals (e.g., Housing)</li> <li>▪ Aid to clients’ / service providers such as foster care, payments for family assistance, etc.</li> <li>▪ Transfers between agencies</li> </ul>



## Accounts Payable Process



The AP process begins when the vendor creates and submits an invoice to the State of Arizona. When the Account Payable processor receives the vendor's invoice, it is necessary to determine and validate that the:

- Invoice was not generated through the APP system
- Charges are correct
- Quantities received were correct
- The vendor information is correct

The General Ledger (GL) and other coding data are entered in AFIS manually, using GAE and/or GAX documents, submitted and then approved. The process culminates in a nightly batch run to create warrants and electronic funds transfers. An Automated Disbursement (AD) document is created to issue a warrant or an Electronic Funds Transfer (EFT) document is created to issue an ACH payment. In some business situations, a payment may be generated manually using the Manual Disbursement (MD) document.

For the purposes of this AP course, we will assume the purchase and invoice did not go through APP; therefore, the invoice will be processed through AFIS.

**What is a warrant?** A **warrant** is basically a check. In government finance, a **warrant** is an instrument authorizing payment to a designated payee upon availability of funds. The State Treasurer's Office is authorized to pay the warrant holder on demand or after a maturity date. Such warrants look like checks and clear through the banking system like checks, but are not drawn against funds in a checking account. Instead, they may be drawn against **available funds** so that the issuer can collect interest on the float or delay redemption.



## Things to know before we begin

### Event Types, Posting Codes, Functions, and Accounting Templates

Knowing some of the fundamental concepts that underpin paying invoices can help those processes go more smoothly. This section will explain those concepts and terminology.

#### Event Types

Within AFIS documents, there are event types. An AFIS Event Type code triggers a business process. In other words, the code tells the system what to do. For example, a common event type used in Accounts Payable is AP01 – Authorize Normal Payment. When this Event Type is used, you are telling the system you want to make a normal payment request.

All documents have default Event Types. Default Event Types mean when you process a document the most common Event Type for that document will be populated in the Event Type field. **For example;** when you go to pay an invoice, the system will default to the Event Type AP01 – Authorize Normal Payment. If you need to change the Event Type, you can do so by manually entering it or by using the Picklist (accessed by clicking the green up arrow next to the event type field). The Picklist gives you the ability to choose all allowable Event Types available for the particular document.

The following table details the allowable Event Types (AETDC) for GAE and GAX documents and the corresponding description.

#### Event Types Descriptions

Event Type	Description
PR05	Order from External Vendor - Accounting
PRZ5	Order from External Vendor - Accounting - Conversion
AP01	Authorize Normal Payment
AP26	Authorize Accounts Receivable Tax Remittance
AP29	Authorize Check Writer Clearing Account Payment
APW1	Authorize Wire Payment
APW2	Authorize Wire Payment - No AE Reimbursement
APZ1	Authorize Normal Payment - No AE Reimbursement
GA23	Record Escrow Expenditure
LS24	Authorize Capital Lease Principal Payment

#### Event Requirement Table

AFIS requires particular fields to be populated when processing an Accounts Payable transaction (paying an invoice, encumbering funds, etc.). Some fields are required, while others are optional and prohibited. The Event Requirement (ERQ) table is a table in AFIS that tells you what is required for a particular event type. For example, when you are paying an invoice by using Event Type AP01 – Authorize Normal Payment, some fields are going to be required such as Vendor Customer and Vendor Address ID.



## Events Requirement Table (ERQ) Table



### *Scenario*

You need to determine the optional and required fields for PR01.

### Posting Codes

In accounting, for a transaction to balance, such as an Accounts Payable transaction, an account needs to be debited and an account needs to be credited. These amounts need to balance or be equal. We've talked about Event Types telling the system what to do. The advantage with AFIS is when the Event Type is selected and the accounting line information is entered, AFIS knows what to debit and what to credit. This information is called the posting pair and is shown on the document in the Posting section. The Event Type triggers the Posting Code and cannot be manually entered.

### Accounting Lines

In the simplest sense, Accounting Lines refers to the bucket (or buckets) of money that will be used to pay the charges. The Accounting Lines provide very specific information to AFIS on which bucket to pull from. While entering a transaction, the agency will need to select the various chart of account elements associated with where the transaction needs to be posted to. Some elements will need to be entered manually, while others can be inferred by the use of functions or accounting templates.

### Functions and Accounting Templates

In AFIS, document data entry requires that accurate information be entered in order for the process to be efficient. There are two tools that help reduce both the time required to complete data entry and the number of errors committed in the process:

- Function
- Accounting Template

A **Function** (FUNC) can be set up in the AFIS system to auto-fill particular Chart of Account (COA) elements such as an Appropriation Unit, Task, Fund, etc. Once the Function is set up, a Function Inference (FUNCINF) will need to be set up to infer additional (COA) elements. The COA elements are inferred (they will pre-fill) upon validation of the document. Keep in mind that a Function uses a **hard inference**, meaning if you enter the Function, then change an element that was inferred from the Function Inference table, such as the Appropriation Unit, the Function will override that element when the document is validated or submitted. Many Functions are already set up for agencies, meaning less data entry and fewer errors than when manually entering all data.

Functions are the preferred method of accounting data entry because they are less susceptible to error than the Accounting Templates or manual entry.

The **Accounting Template** (ACTPL) table allows an authorized user to create a template of COA elements with a unique name for identification. The difference between an Accounting Template and Function is the Accounting Template has a **soft inference** meaning the template will pre-fill the COA elements but does not override any changes to the pre-filled data when validated.



## Function versus Template

Function (preferred method of use)	Template
<ul style="list-style-type: none"> <li>Is an AFIS Chart of Account Element that automatically completes many fields, reducing errors</li> <li>Currently setup for most recurring expenditures</li> <li>Is a budgetary requirement for some transactions</li> <li>Function overrides other AFIS Chart of Account fields</li> </ul>	<ul style="list-style-type: none"> <li>Is an AFIS Chart of Account Element that automatically completes many fields, reducing errors</li> <li>Automatically completes but does not override other AFIS Chart of Account fields</li> <li>Used for specific purposes which differ between agencies</li> </ul>

**Note:** A Function will overwrite any changes made to the inferred elements. If you use a Function, and save the transaction, the Function will overwrite those fields to the data that is defined on the Function Inference table.

### Document Catalog

The Document Catalog serves as a repository for all of the documents created in AFIS. It is the central location where all documents can be queried and processed. New documents can be created and existing documents can be accessed to be modified or cancelled from the Document Catalog. Access to documents is controlled by a user’s security roles.

## Encumbrance Documents

Accounts Payable focuses on two main documents, the General Accounting Encumbrance (GAE) document and the General Accounting Expense (GAX) document. A GAE document is used to encumber or **set aside** particular funds for a future date for expenditures that have been obligated or that do not use a purchase order. According to the **State of Arizona Accounting Manual (SAAM) Topic 45, Section 15**: Except as otherwise provided, an encumbrance must be applied against an appropriation and/or allotment for all actual or anticipated obligations of five thousand (\$5,000) or more. This would mean that for appropriated funds, if there is an expenditure over \$5,000, an encumbrance (GAE) is required. Once funds are encumbered, or set aside, those funds and budget are no longer available for use by the agency. The purpose and main benefit of using an encumbrance is to help avoid budget overspending. Common examples are utilities or travel. See the **State of Arizona Accounting Manual (SAAM) Topic 45, Section 15** for more information.



## General Accounting Encumbrance Document Components

The AFIS data entry requirements for a General Accounting Encumbrance (GAE) document are minimal.

### Header

In the **Header** component, on the **General Information** tab, the **Document Description** field is required; and is used to give a brief description of the purpose of the document.

The other fields in the Header component are not required.

Purchase Order - Non Commodity(GAE) Dept: ADA ID: 19000002242 Ver.: 1 Function: New Phase: Draft Modified by 171879 , 01/02/2019

**Header**

General Information Contract Details Extended Description Contact Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

**Document Description:**

Accounting Profile:

Expected Amount: \$0.00

Billing Location:

Shipping Location:

Delivery Date:

Cited Authority:

Escrow ID:

Actual Amount: \$0.00  
 Closed Amount: \$0.00  
 Closed Date:  
 Open Amount: \$0.00  
 Open Accrual Amount: \$0.00  
 Referenced Amount: \$0.00

### Vendor

The vendor component is used to record information on the vendor and payment for an expense transaction. If we are not paying a vendor and are simply recording the encumbrance, then we may not have a vendor. The system, however, requires that you 'Insert New Line' and leave the vendor component blank when recording an encumbrance.

Welcome, Training 2 Procurement Budgeting Accounts Receivable Accounts Payable

Purchase Order - Non Commodity (GAE) Dept: 100 ID: 34343 Ver.: 1 Function: New Phase: Draft Modified by Training2 , 04/11/2016

**Header**

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: Legal Name:

Vendor Line	Vendor Customer	Legal Name	Line Amount
1			\$0.00

From 1 to 1 Total: 1 First Previous Next Last Go to line:  Go

**General Information**

Vendor Customer:

Legal Name:

Alias/DBA:

Address Code:

Address Line 1:

Address Line 2:

Vendor Contact ID:

Vendor Contact Name:

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Save Undo **Insert New Line** Insert Copied Line Edit with Grid

Accounting Total Lines: 0 Accounting Line: none Line Amount: none Line Open Amount: none



### Accounting

In the Accounting component, on the **General Information** tab, the only required field that does not default is the **Line Amount** field, which is used to record the amount of the encumbrance. The event type, Budget FY and Fiscal Year will default.

The **Fund Accounting** tab is used to record the Chart of Accounts (COA) elements for the transaction. The following COA element fields are required: Fund, Department, Unit, Appr Unit, and Object. Most of the fields, with the exception of the Department and Object, will be inferred from the Function entered on the **detail accounting** tab.

If using an Accounting Template to infer the COA fields, the Accounting Template can be entered or selected using the Picklist (accessed by clicking on the green up arrow next to the Accounting Template field) on the **General Information** tab.

If using a Function code to infer the COA fields, the function can be entered or selected using the Picklist (accessed by clicking on the green up arrow next to the Function field) on the **Detail Accounting** tab.

A General Accounting Encumbrance may contain multiple Accounting lines; each line must have the **Line Amount** and COA elements defined.

### Posting

There are no data entry fields in the Posting component of an encumbrance document.



# Creating a General Accounting Encumbrance Document (GAE)

General Account Encumbrance (GAE) documents can be created by navigating to the Document Catalog and using the **Create** link or typing GAE in the **Jump To** field.

## Create a General Accounting Encumbrance Document



### Scenario 1.

Your agency receives an Invoice from Tucson Electric Power for Q4 2015 estimated electric usage. Create a GAE that encumbers the amount of the quarterly utility bill. Use Invoice 2.2.

Login to the **AFIS** Home Page. Create a new General Accounting Encumbrance document.

1. In the **Jump To** field, enter **GAE**
2. In the **Dept.** field, enter Training Data
3. Click **Create**
4. Check the **Auto Numbering** check box
5. Click **Create**

**Document Catalog**

Search

▼ **Document Identifier**

Code : GAE Unit :

Dept. : 100 ID :

▼ **Other Options**

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

Auto numbering allows for AFIS to automatically number the document based on the next in the series. All agencies and departments will want to check with their supervisors to determine (whether) to use Auto numbering or not. In class we auto-number.

6. Write down the ID number: \_\_\_\_\_

**Purchase Order - Non Commodity(GAE)** | Dept: 100 | ID: 201500000017 | Ver.: 1 | Function: New | Phase: Draft

Complete the Header component of the document.

1. In the **Document Description** field, enter **Utility Invoice**



2. Click on the **Vendor** component

Create a line in the Vendor component.

1. Click **Insert New Line**
2. In the **Vendor Customer** field, select the Picklist
3. In the **Legal Name** field, enter **Tucson\***
4. Click **Browse**
5. Select **Tucson Electric Power**
6. In the **Address Code** field, enter **001**

Header	
Vendor	Legal Name:
Total Lines: 1 Vendor Line: 0 Vendor Customer: TUC62700	
Vendor Line	Vendor Customer
0	TUC62700
From 1 to 1 Total: 1	
<div style="text-align: right;"> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> </div>	
General Information	
Vendor Customer:	TUC62700
Legal Name:	<input type="text"/>
Alias/DBA:	<input type="text"/>
Address Code:	001
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Undo"/> <input type="button" value="Insert New Line"/> <input type="button" value="Insert Copied Line"/> <input type="button" value="Edit with Grid"/>	
<b>Accounting</b>	Total Lines: 0 Accounting Line: none Line Amount: none Line Open Amount: none
<b>Posting</b>	Total Lines: 0 Posting Line: none

7. Click **Save** to view the inferences. Notice how the address information auto-filled based on what was in the vendor table



Header  
Vendor      Total Lines: 1    Vendor Line: 1    Vendor Customer: TUC62700    Legal Name: TUCSON ELECTRIC POWER CO

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	TUC62700	TUCSON ELECTRIC POWER CO	\$0.00

From 1 to 1 Total: 1      First   Previous   Next   Last      Go to line:  Go

**General Information**

Vendor Customer: TUC62700	Vendor Contact ID: <input type="text"/>
Legal Name: TUCSON ELECTRIC PO	Vendor Contact Name: <input type="text"/>
Alias/DBA: <input type="text"/>	Vendor Contact Phone: <input type="text"/>
Address Code: 001	Vendor Contact Phone Ext.: <input type="text"/>
Address Line 1: P O BOX 80077	Vendor Contact Email: <input type="text"/>
Address Line 2: <input type="text"/>	Fax: <input type="text"/>
City: PRESCOTT	Fax Extension: <input type="text"/>
State: Arizona	Web Address http://: <input type="text"/>
Zip: 86304-8077	

8. Select the **Accounting** component

Complete the Accounting component of the document.

1. Click **Insert New Line**
2. On the **General Information** tab, in the **Line Amount** field, enter the amount you are encumbering from the invoice (**\$15,000**)
3. Click the **Fund Accounting** tab
4. In the **Department** field, enter Training Data
5. In the **Object** field, enter **7181**

General Information   Reference   **Fund Accounting**   Detail Accounting

Fund: <input type="text"/>	Object: 7181
Sub Fund: <input type="text"/>	Sub Object: <input type="text"/>
Department: 100	Revenue: <input type="text"/>
Unit: <input type="text"/>	Sub Revenue: <input type="text"/>
Sub Unit: <input type="text"/>	BSA: <input type="text"/>
Appr Unit: <input type="text"/>	Sub BSA: <input type="text"/>

6. Click the **Detail Accounting** tab
7. In the **Function** field, enter Training Data
8. Click **Save**

Validate and submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**



2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
3. Click **Close**
4. Click **Home** in the Primary Navigation Panel to return to the Home Page

Invoice Example – Create a General Accounting Encumbrance Document



Date 6/1/2015

*Tucson Electric Power*

---

Tucson Electric Power  
P.O. Box 80077  
Prescott, AZ 86304-8077  
Vendor Customer ID  
TUC62700

TO State of Arizona

SHIP TO State of Arizona

Salesperson	PO	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Jason Terry	N/A					

Line	Item #	Description	Unit	Discount	Line total
1	5001	Q4 2015 Estimated Utilities	15,000 kWh		\$15,000
Total Discount					
Total					\$15,000



## General Accounting Encumbrance Document with Multiple Lines

You may have a need to utilize multiple accounting lines within one GAE. For example, you are encumbering utility funds for multiple locations and need to account for all the locations. AFIS allows you to utilize multiple lines within one encumbrance document.

### Create a General Accounting Encumbrance Document with Multiple Lines



#### Scenario 2.

Your agency receives an Invoice from Tucson Electric Power for each quarter of 2016 electric usage. Using Invoice 2.3., create a GAE document with 4 Accounting Lines that encumber the quarterly amounts.

Login to the **AFIS** Home Page. Create the new General Accounting Encumbrance document.

1. In the **Jump To** field, enter **GAE**
2. In the **Dept.** field, enter Training Data
3. Click **Create**
4. Check the **Auto Numbering** check box
5. Click **Create**

**Document Catalog**

[Search](#)

**Document Identifier**

Code :  Unit :

Dept :  ID :

**Other Options**

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

Purchase Order - Non Commodity(GAE)	Dept: 100	ID: 201500000017	Ver.: 1	Function: New	Phase: Draft	
-------------------------------------	-----------	------------------	---------	---------------	--------------	--

6. Write down the ID number: \_\_\_\_\_



7. Complete the Header component of the document
8. In the **Document Description** field, enter **Utility Invoice**
9. Click on the **Vendor** component

Create a line in the Vendor component.

1. Click **Insert New Line**
2. In the Vendor Customer field, select the Picklist
3. In the Legal Name field, enter **Tucson\***
4. Click **Browse**
5. Select *Tucson Electric Power*
6. In the Address Code field, enter **001**

The screenshot shows the 'Vendor' component in AFIS. At the top, the 'Header' section displays 'Vendor' and 'Total Lines: 1 Vendor Line: 0 Vendor Customer: TUC62700 Legal Name:'. Below this is a table with columns for Vendor Line, Vendor Customer, Legal Name, and Line Amount. The first row shows Vendor Line 0 and Vendor Customer TUC62700. Below the table is a 'General Information' tab with various input fields. The 'Vendor Customer' field is set to TUC62700. The 'Legal Name' field is empty. The 'Address Code' field is set to 001. Other fields include Vendor Contact ID, Vendor Contact Name, Vendor Contact Phone, Vendor Contact Phone Ext., Vendor Contact Email, Fax, Fax Extension, and Web Address http://. At the bottom, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, and Edit with Grid. Below the buttons are 'Accounting' and 'Posting' sections, both showing 'Total Lines: 0' and 'Accounting Line: none' or 'Posting Line: none'.

7. Click **Save** to view the inferences
8. Select the **Accounting** component

Complete the Accounting component of the document.

1. Click **Insert New Line**
2. On the **General Information** tab, in the Line Amount field, enter **15000**
3. Click the **Fund Accounting** tab
4. In the **Department** field, enter – *Training Data*
5. In the **Object** field, enter **7181**



Purchase Order - Non Commodity(GAE) Dept: 100 ID: 20150000014 Ver.: 1 Function: New Phase: Draft Modified by Student20 , 06/01/2015

**Header**

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: TUC62700 Legal Name: TUCSON ELECTRIC POWER CO

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$15,000.00 Line Open Amount: \$15,000.00

Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	Event Type
1	\$15,000.00	\$15,000.00	\$0.00	\$0.00	PR05

From 1 to 1 Total: 1

General Information Reference **Fund Accounting** Detail Accounting

Fund: 9000 Object: 7181 OBSA:   
 Sub Fund: Sub Object: Sub OBSA:   
 Department: 100 Revenue: Dept Object:   
 Unit: 0100 Sub Revenue: Dept Revenue:   
 Sub Unit: BSA:   
 Appr Unit: 1000000 Sub BSA:

6. Click the **Detail Accounting** tab
7. In the **Function** field, enter Training Data
8. Click **Save**
9. With Accounting Line 1 selected, click the copy line icon. This copies the entire line on a clipboard and saves it to insert

Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	Event Type
1	\$15,000.00	\$15,000.00	\$0.00	\$0.00	PR05

From 1 to 1 Total: 1

Go to line:  Go

10. Click Insert Copied Line button. All elements of the copied line are inserted



11. Click **Save**
12. Click **Fund Accounting** Tab. Enter **100000** in Appropriation unit
13. Click **Save**. Look at your appropriation unit. Is it 100000 as you entered it? No, it's not. Why?
14. You now just want to change the object. Since the object is not part of the function then you can change it without a hard inference
15. Enter **7599** for the object
16. Click **Validate**
17. With Accounting Line 2 selected, click the copy line icon
18. Click **Insert Copied Line**
19. **Enter**
20. Click **Save**



- 21. With Accounting line 3 selected, click the copy line icon
- 22. Click **Insert Copied Line**. **Enter**
- 23. Click **Save**

Accounting				
Total Lines: 4    Accounting Line: 4    Line Amount: \$15,000.00    Line Open Amount: \$15,000.00				
Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	
1	\$15,000.00	\$15,000.00	\$0.00	
2	\$15,000.00	\$15,000.00	\$0.00	
3	\$15,000.00	\$15,000.00	\$0.00	
4	\$15,000.00	\$15,000.00	\$0.00	

From 1 to 4 Total: 4

First Previous Next Last

Validate and submit the document for approval.

- 24. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
- 25. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
- 26. Click **Close**
- 27. Click **Home** in the Primary Navigation Panel to return to the Home Page



### Invoice Example – Create a General Accounting Encumbrance Document with Multiple Lines



Date 6/1/2015  
Invoice # See Participants Manual

---

Tucson Electric Power  
P.O. Box 80077  
Prescott, AZ 86304-8077  
Vendor Customer ID  
TUC62700

TO State of Arizona

SHIP TO State of Arizona

Salesperson	PO	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Andre Iguodala	N/A					

Line	Item #	Description	Unit	Discount	Line total
1	5001	Q1 2016 Utilities	15,000 kWh		\$15,000
2	5001	Q2 2016 Utilities	15,000 kWh		\$15,000
3	5001	Q3 2016 Utilities	15,000 kWh		\$15,000
4	5001	Q4 2016 Utilities	15,000 kWh		\$15,000
Total					\$60,000

## Modify / Cancel an Encumbrance Document

When an encumbrance document requires modification or cancellation due to errors in the data entry process, you can perform these actions from within the document. In other words, you simply edit the document and it creates a modification version. Once the user has located and opened the document using the **Document Catalog**, the **Edit** action will create a **Modification** version and the **Discard** action will create a **Cancellation** version. These new versions must be submitted and approved by the department approver in order to update the Accounting Journal (JACTG) and other associated tables in AFIS.

*If the original encumbrance was interfaced from APP, any modification/cancellation must be initiated and interfaced from APP.*



## Modify an Encumbrance Document

### Scenario 3.

You have received a request to correct a mistake on a General Accounting Encumbrance (GAE) document. The wrong accounting information was entered on the document for exercise (Create a General Accounting Encumbrance Document previously). You should have encumbered \$14,000 instead of \$15,000. You will create a GAE modification document and submit it for approval.

Login to the **AFIS** Home Page. Navigate to the document using the Document Catalog.

1. In the **Jump To** field enter **GAE**
2. In the **Dept.** field, enter – *Training Data*
3. Click **Browse**

**Document Catalog**

Create

▼ **Document Identifier**

Code :  Unit :

Dept. :  ID :

► **User Information**

► **Document State**

[Browse](#) [Clear](#)

---

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100		<a href="#">201500000011</a>	No	1	New	Final	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000012</a>	No	1	New	Final	Submitted	6/1/15	Training2	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.1.2</a>	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.4.4</a>	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUC 4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUCT 5.1</a>	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

First Prev Next Last

[Menu](#)

Click the **ID** link in the grid to search for the document you just created that encumbered \$15,000 for Tucson Power (Activity previously).

Create and edit a modification version.

1. In the bottom left corner of the document, click **Edit**
2. In the new document screen, click on the **Accounting** component
3. Click on the **General Information** tab
4. In the **Amount** field, enter **14000**



Validate and submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**

Review the modification version.

1. In the **Jump To** field enter **GAE**
2. In the **Dept.** field, enter – *Training Data*
3. Click **Browse**
4. Notice the \$14,000 is the 2<sup>nd</sup> version and the modification version

**Document Catalog**

Create

▼ **Document Identifier**

Code :  Unit :

Dept. :  ID :

► **User Information**

► **Document State**

[Browse](#) [Clear](#)

---

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100		<a href="#">12345</a>	No	1	New	Historical (Final)	Submitted	4/11/16	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">12345</a>	No	2	Modification	Final	Submitted	6/1/15	Training5	\$14,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000011</a>	No	1	New	Draft	Rejected	6/1/15	Training5	\$0.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000012</a>	No	1	New	Final	Submitted	6/1/15	Training5	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">3423</a>	No	1	New	Draft	Rejected	4/11/16	Training2	\$30,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.1.2</a>	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.4.4</a>	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUC 4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUCT 5.1</a>	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

First Prev [Next](#) Last

5. Click **Home** to return to primary screen

## Researching an Encumbrance Document

General Accounting Encumbrance (GAE) documents can be found by searching the Accounting Journal (JACTG). Entering the appropriate search criteria, such as **Department**, **Unit**, or **Doc ID** will significantly narrow the results.



## Accounting Journal (JACTG) Table

The accounting journal is an electronic record of all accounting transactions, debits, and credits. There are several ways to access the Accounting Journal. You can navigate to it using the **Jump to** field, by entering JACTG, or using **Page Search** and entering JACTG into the **Page Code** field.

### Search for a General Accounting Encumbrance in the Accounting Journal



#### *Scenario 4.*

You need to verify the creation of a General Accounting Encumbrance (GAE) document by searching the Accounting Journal (JACTG).

Login to the **AFIS** Home Page. Navigate to the Accounting Journal.

1. In the Primary Navigation Panel, in the **Jump to** field, enter **JACTG**
2. Click **Go**. The Accounting Journal and Search window open

The search window appears.

3. In the **Department** field, enter - *Training Data*
4. In the **Fund** field, enter - *Training Data*
5. In the **Doc CD** field, enter **GAE**
6. In the **Doc Dept** field, enter - *Training Data*
7. Click **Ok**



Examine the document information in the Accounting Journal.

**Accounting Journal**

Run Tm	Document	Doc Pstng Ln	Dr/Cr	Pstng Am
✓ 04/04/2016	<a href="#">GAE,100,201500000011,3</a>	1	C	(\$1,000.00)
04/04/2016	<a href="#">GAE,100,201500000011,3</a>	1	D	\$1,000.00

[First](#) [Prev](#) [Next](#) [Last](#) [Download](#)

[Copy](#) [Search](#)

[Calculate Total](#) **Calculated Amount :**

▼ **General Accounting**

Doc Record Date : 06/01/2015 Posting Pair : A

Fiscal Period : 12 Posting Code : P005

Fiscal Year : 2015 Dr/Cr : C

Budget FY : 2015 Ln Func : Standard ▼

Fiscal Quarter : 4 Pstng Am : (\$1,000.00)

Event Category : PR Incr/Dcrs : D

Event Type : PR05 Run Tm : 04/04/2016

Bank Account :

▶ Fund Accounting

▶ Organizational

▶ Cost Accounting

▶ Other Chart of Accounts

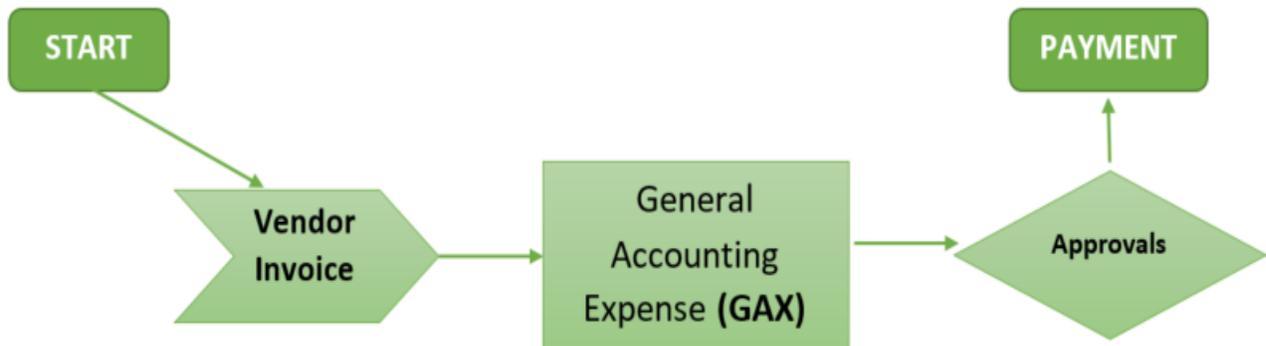
▶ COA Rollups

## General Accounting Expense Document (GAX)

Within AFIS, the actual payment for goods and services is processed using a General Accounting Expense (GAX) based document. In AFIS, a GAX document can be created one of two ways:

1. Create and submit a GAX **with** reference to a GAE. Using the copy/forward feature you can copy or clone the data from the GAE to the GAX. This process is used when an encumbrance is recorded for the expense by using a GAE. The submission and approval of a GAX document can fully or partially liquidate the encumbrance.
2. Create and submit a GAX **without** reference to a GAE. This is common for, but not limited to, utilities and rent. This type of payment is referred to as an Accounting-Based (ABS) document.

The graphic below shows the GAX payment process. It is typically used when there is no purchase order or award referenced. The vendor invoice can be received in the form of a paper invoice or an electronic invoice such as a PDF. Keep in mind that once the nightly batch is run, a warrant or an EFT is issued to the vendor.



### General Accounting Expense (GAX) Document Components

A General Accounting Expense (GAX) document has four components, also referred to as sections, which contain all of the information necessary to process the transaction. These sections are the same as the General Accounting Encumbrance (GAE) document because most GAX documents are created by using the **Copy Forward** feature from a GAE document. The use of the Copy Forward feature reduces the data entry requirements significantly.

It is also possible to create a General Accounting Expense (GAX) document without referencing an encumbrance (GAE).



### Header

The Header component is used to record information that pertains to the rest of the document, such as a name and description. The **Payee** tab is used when designating a Third Party Payment.

In the **Header** component, on the **General Information** tab, the Document Description field is **recommended**; it is used to give a brief description of the purpose of the document.

### Vendor

The Vendor component is used to record information on the vendor for an expense transaction. AFIS does require a vendor to be entered when creating a GAX. Since the expense document is recording a payment to a vendor, the **Vendor Customer** code must be entered or selected using the **Picklist**. The picklist is identified by a green arrow pointing up and it will give you a list of items to be retrieved or **picked** from the AFIS database. It's always a good idea to select from the picklist as it ensures the fields will auto populate based on the information in the applicable table, in this instance, the **Vendor Customer** (VCUST) table.

Once the picklist is selected, the vendor customer box appears and you can search for the vendor from the box. When the correct vendor appears, you can select that vendor.



[Browse](#) [Clear](#)

Vendor/Customer :  Legal Name : TUC\*

Alias/DBA :  Last Name :

Vendor Active Status :  Customer Active Status :

	Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	EFT Status	Lock Account
<a href="#">Select</a>	00560401	TUCSON DIAG IMAG		Active	Active		No
<a href="#">Select</a>	00806001	TUCSON CARDIOVASACULAR IM		Active	Active		No
<a href="#">Select</a>	01748401	TUCSON RESIDENCE FOUNDATI		Active	Active		No
<a href="#">Select</a>	01775801	TUCSON RES FOUNDATION		Active	Active		No
<a href="#">Select</a>	01820001	TUCSON HOSPITALIST GRP		Active	Active		No
<a href="#">Select</a>	02026301	TUCKER/DEBORAH C.		Active	Active		No
<a href="#">Select</a>	02046201	TUCSON MEDICAL CENTER		Active	Active	Eligible for EFT	No
<a href="#">Select</a>	02046202	TUCSON MEDICAL CENTER		Active	Active		No
<a href="#">Select</a>	0204621B	TUCSON MEDICAL CENTER		Active	Active		No
<a href="#">Select</a>	02584501	TUCKFIELD/DEBBIE L.		Active	Active		No

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

If there is not a default payment address, the picklist next to the **Address Code** can be used to find the proper payment address code. This could also be a Miscellaneous Vendor that has been set up for use, which requires that the user enter the necessary contact and address information for the vendor. It should be noted that the use of certain miscellaneous vendor codes require that certain criteria be met and/or prior approval from GAO.

General Accounting Expense(GAX) Dept: 100 ID: INST 1.2 Ver.: 1 Function: New Phase: Final Modified by Training5, 11/12/2014

Header

Vendor Vendor Line: 1 Vendor Customer: VC000000261 Legal Name: Instructor 1

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC000000261	Instructor 1	\$545.00

From 1 to 1 Total: 1 [First](#) [Previous](#) [Next](#) [Last](#) Go to line:  [Go](#)

[List View](#)

General Information Disbursement Options Discount Terms Misc Vendor ACH Details

Vendor Customer: VC000000261 Vendor Contact ID: PC001

Legal Name: Instructor 1 Vendor Contact Name: Bob Smith

Alias/DBA: Vendor Contact Phone: 512-728-4100

Address Code: AD001 Vendor Contact Phone Ext.: Vendor Contact Email: bobsmith@dell.com

Address Line 1: 1001 South IH35 Vendor Contact Email: Fax:

Address Line 2: City: Round Rock Fax Extension:

State: Texas Web Address http://:

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$545.00 Line Open Amount: \$545.00

Posting Total Lines: 1 Posting Line: 1

### Accounting

The **Accounting** component is where the **event type** is recorded as well as the amount of the expense along with the Chart of Accounts (COA) elements for the accounting transaction. The Accounting component requires that you insert accounting lines by using the **Insert New Line** button.

A General Accounting Expense document may contain multiple Accounting lines. Each line must have a Line Amount and COA elements defined.



Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$545.00	\$0.00	\$545.00	\$0.00	AP01

From 1 to 1 Total: 1

Buttons: First, Previous, Next, Last, Go to line: [ ] Go

Buttons: List View

General Information | Reference | Fund Accounting | Detail Accounting | Service Dates | Additional Amounts

Event Type: AP01  
 Accounting Template: [ ]  
 Line Description: Accounting Line 1  
 Line Amount: \$545.00  
 Line Closed Amount: \$0.00  
 Line Closed Date: [ ]  
 Line Open Amount: \$545.00

Budget FY: 2015  
 Fiscal Year: 2015  
 Period: 5  
 Bank: BK01  
 Vendor Invoice Number: [ ]  
 Vendor Invoice Line: [ ]  
 Vendor Invoice Date: [ ]  
 Tracking Date: [ ]  
 Check Description: [ ]

Posting | Total Lines: 1 | Posting Line: 1

Can you think of why you would have more than one accounting line?

You may have an expense document that contains more than one Accounting line because the expense is going to be split across several departments. In that case, you do not have to do multiple accounting entries but can use one GAX and split the expense appropriately.

The Accounting component also allows you to enter an Accounting Template or Function in order to auto fill the necessary COA information. Keep in mind, when using the **Copy Forward** feature from an encumbrance document, the COA information will auto populate with the information from the encumbrance.

In the Accounting component, on the General Information tab, the only required field that does not default is the **Line Amount** field that is used to record the amount of the expense. When using **Copy Forward**, this component will be auto populated with the information from the encumbrance document; the line amount can be changed to a lesser amount than what was on the encumbrance. If not using **Copy Forward**, the information will need to be entered manually.

Accounting | Total Lines: 1 | Accounting Line: 1 | Line Amount: \$800.00 | Line Open Amount: \$800.00

Buttons: List View

General Information | Reference | Fund Accounting | Detail Accounting | Service Dates | Additional Amounts

Event Type: AP01  
 Accounting Template: [ ]  
 Line Description: [ ]  
 Line Amount: \$800.00  
 Line Closed Amount: \$0.00  
 Line Closed Date: [ ]  
 Line Open Amount: \$800.00  
 Referenced Line Amount: \$0.00  
 Interest Ineligible: [ ]  
 Payment Type: [ ]  
 Interest Amount From IPR: [ ]

Budget FY: 2015  
 Fiscal Year: [ ]  
 Period: [ ]  
 Bank: [ ]  
 Vendor Invoice Number: [ ]  
 Vendor Invoice Line: [ ]  
 Vendor Invoice Date: [ ]  
 Tracking Date: [ ]  
 Check Description: [ ]  
 Special Instructions Code: [ ]  
 Disbursement Category: PYCN

The **Fund Accounting** tab is used to record the Chart of Accounts (COA) elements for the transaction. The following COA element fields are required: **Fund, Department, Unit, Appr Unit, and Object.**



General Information	Reference	<b>Fund Accounting</b>	Detail Accounting	Service Dates	Additional Amounts
Fund: 9000		Object: 7599			
Sub Fund:		Sub Object:			
Department: 100		Revenue:			
Unit: 0100		Sub Revenue:			
Sub Unit:		BSA:			
Appr Unit: 1000000		Sub BSA:			

The **Detail Accounting** tab is used to complete additional accounting information such as tasks and sub tasks. Some departments use these fields for additional tracking and reporting. This is where the function comes into play. If a Function code has been set up, it can be selected using the **Picklist** on the **Detail Accounting** tab. Remember, when the document is validated with a function, the COA elements will auto-fill or **infer** based on that function.

Accounting						Total Lines: 1	Accounting Line: 1	Line Amount: \$545.00	Line Open Amount: \$545.00	
Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type					
1	\$545.00	\$0.00	\$545.00	\$0.00	AP01					
From 1 to 1 Total: 1						First	Previous	Next	Last	Go to line: <input type="text"/> Go
						List View				
General Information	Reference	Fund Accounting	<b>Detail Accounting</b>	Service Dates	Additional Amounts					
Location: 100A	Reporting:	Major Program:								
Sub Location:	Sub Reporting:	Program:								
Activity:	Task: 100000	Phase:								
Sub Activity:	Sub Task: 987654	Program Period:								
Function: 1005205	Task Order:									
Sub Function:										

### Posting

The Posting component displays the debits and the credits that the expense document will make based on the information entered into the Accounting component. There is no data entry performed in the Posting component of an expense document.

Posting						Total Lines: 1	Posting Line: 1			
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount					
1	Standard	D011 D001	External AE Disb Payable	\$545.00	\$545.00					
From 1 to 1 Total: 1						First	Previous	Next	Last	Go to line: <input type="text"/> Go



## General Accounting Expense Document from a GAE (GAX)

A General Accounting Expense (GAX) based document can be created by navigating to the **Document Catalog** and either using the **Create** link to create a blank document or by selecting an encumbrance document and using the **Copy Forward** feature. In this scenario, you will Copy Forward to create an expense document from an encumbrance.

### Create a General Accounting Expense Document from a GAE



#### *Scenario 1.*

You have received a request to process a payment to Tucson Electric Power for actual October 2015 electric usage. Using the GAE from Exercise 2.2, you will search for the General Accounting Encumbrance (GAE) document and copy forward to create a General Accounting Expense (GAX) document. We will go over all of the scenarios in this section.

Login to the **AFIS** Home Page. Navigate to the General Accounting Encumbrance document.

1. On the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. In the **Code** field, enter **GAE**
4. In the **Dept** field, enter Training Data
5. Click **Browse**
6. In the search results, click the **ID** that is on the data from *previous activity*



**Document Catalog**

Create

▼ **Document Identifier**

Code :  Unit :

Dept. :  ID :

▶ **User Information**

▶ **Document State**

[Browse](#) [Clear](#)

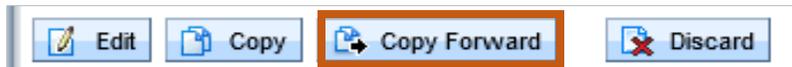
[Open](#) [Validate](#) [Submit](#) [Copy](#)

<input type="checkbox"/>	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100		<a href="#">201500000011</a>	No	1	New	Historical (Final)	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000011</a>	No	2	Modification	Historical (Final)	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000011</a>	No	3	Modification	Final	Submitted	6/1/15	Training2	\$14,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000012</a>	No	1	New	Final	Submitted	6/1/15	Training2	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1 1.2</a>	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1 4.4</a>	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUC 4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUCT 5.1</a>	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

First Prev Next Last

Create a General Accounting Expense document.

1. Observe the Total Amount of the General Accounting Encumbrance document
2. At the bottom of the page, click **Copy Forward**



3. On the Copy Forward screen, in the **Doc. Department Code**, enter Training Data
4. Check the **Auto Numbering** check box
5. Verify that the Target Document Code selected is **GAX**



**Copy Forward**

From Document

Category : ABS      Doc Dept : 100  
 Type : ABS      Doc Unit :  
 Code : GAE      ID : INST 1 1.2  
 Select Entire Document :       Version : 1

To Document

Doc. Department Code : 100      Document Id :  
 Unit Code :      Auto Numbering :

Target Doc Type	Target Doc Code	Description
<input checked="" type="checkbox"/> ABS	GAX	Create GAX from GAE
<input type="checkbox"/> ABS	GAEC	Correct Encumbrance

First Prev Next Last

OK Cancel

6. Click **Ok**. The Draft GAX document opens. Notice the document is in **Draft** phase.

Welcome, Training 2

**General Accounting Expense(GAX)**    Dept: 100    ID: 12323    Ver.: 1    Function: New    **Phase: Draft**

Complete the Header component of the General Accounting Expense document.

1. On the General Information tab, in the **Document Description** field, enter **Utility Payment**
2. Since this document is copied forward, data entry is reduced. Other required fields will populate during Validation.

Navigate to the **Vendor** component.

Observe the vendor information is automatically inferred when using **Copy Forward**.

**Vendor**      Vendor Line: 1      Vendor Customer: TUC62700      Legal Name: TUCSON ELECTRIC POWER CO

Vendor Line	Vendor Customer	Legal Name
1	TUC62700	TUCSON ELECTRIC POWER CO

From 1 to 1 Total: 1      First    Previous    Next    Last

**General Information**    Disbursement Options    Discount Terms    Misc Vendor ACH Details

Vendor Customer: TUC62700      Vendor Contact ID:

Legal Name: TUCSON ELECTRIC PO      Vendor Contact Name:

Alias/DBA:       Vendor Contact Phone:

Address Code: 001      Vendor Contact Phone Ext.:

Address Line 1: P O BOX 80077      Vendor Contact Email:

Address Line 2:       Fax:

City: PRESCOTT      Fax Extension:

State: Arizona      Web Address http://:

Zip: 86304-8077

Country: USA

County:



Navigate to and complete the Accounting component.

3. Click on the **Accounting** component to expand that field
4. Observe the **General Information** tab
5. Verify the **Line Amount** field contains the amount copied forward from the GAE document
6. Click the **Reference** tab
7. Click the drop down menu for **Ref Type**, select **Final**

8. Click the Fund Accounting tab
9. Verify that the **Fund, Department, Unit, Appr Unit,** and **Object** fields have been populated with information copied forward from the GAE

Validate and submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
3. Click **Close**
4. Click **Home**



## General Accounting Expense Document (GAX)

A General Accounting Expense (GAX) based document can also be created by navigating directly to the **Document Catalog** without using **Copy/Forward** from a GAE.

### Create a General Accounting Expense Document (GAX)



#### Scenario 2.

Your agency received an invoice for a Lease Payment due. Your agency uses the Function field to populate the GAX Chart of Accounts for these payments. Using Invoice 3.3 from Tucson Electric Power, create a GAX for \$975 using the Function field.

Login to the **AFIS Home Page**. Create the new General Accounting Encumbrance document.

1. In the Jump To field, enter **GAX**
2. In the **Dept.** field, enter Training Data
3. Click **Create**
4. Check the **Auto Numbering** check box
5. Click **Create**

**Document Catalog**

[Search](#)

▼ **Document Identifier**

Code : GAX Unit :

Dept. : 101 ID :

▼ **Other Options**

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

General Accounting Expense(GAX) Dept: 100 ID: 150601000024 Ver.: 1 Function: New Phase: Draft Modified by :

**Header**

6. Write down the ID number: \_\_\_\_\_

Complete the Header component of the document.

1. In the Document Description field, enter **Lease Payment**
2. Click on the **Vendor** component



Create a line in the Vendor component.

1. Click Insert New Line
2. In the **Vendor Customer** field, select the Pick List
3. In the Legal Name field, enter *Tuc\**
4. Click **Browse**
5. Select *Tucson Electric Power*
6. Click Save to view the inferences
7. Select the Accounting component

Complete the Accounting component of the document.

1. Click **Insert New Line**
2. On the General Information tab, in the Line Amount field, enter **975.00**
3. Click the **Fund Accounting** tab
4. In the Department field, enter - *Training Data*
5. In the Object field, enter **7599**

General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
Fund:	<input type="text"/>		Object:	7599	
Sub Fund:	<input type="text"/>		Sub Object:	<input type="text"/>	
Department:	101		Revenue:	<input type="text"/>	
Unit:	<input type="text"/>		Sub Revenue:	<input type="text"/>	
Sub Unit:	<input type="text"/>		BSA:	<input type="text"/>	
Appr Unit:	<input type="text"/>		Sub BSA:	<input type="text"/>	

6. Click the Detail Accounting tab
7. In the **Function** field, enter - *Training Data*
8. Click **Save**

Validate and Submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen:  
**Document validated successfully**



2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
3. Click **Close**
4. Click **Home** in the Primary Navigation Panel to return to the Home Page

Invoice Example – Create a General Accounting Expense Document (GAX)



Date: 6/1/2015

*Tucson Electric Power*

---

Tucson Electric Power  
P.O. Box 80077  
Prescott, AZ 86304-8077  
Vendor Customer ID  
TUC62700

TO State of Arizona

SHIP TO State of Arizona

Salesperson	PO	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Derek Williams	N/A					

Line	Item #	Description	Unit	Discount	Line total
1	6001	January 2016 Lease Payment			\$975
Total					\$975



## Partial Payment from a GAE

AFIS gives you the ability to make partial payments from an encumbered amount.

**NOTE:** *What happens to the left over amounts that did not pay on the encumbrance? How will you go about paying the remainder at a later date? When the vendor sends the bill for the next month, the amounts will show the additional balance due, and the agency may pay the GAX and mark it as a full payment, not partial payment to close out the balance of the encumbrance.*

*If the state agency gave the vendor too much money, can they hold the overage as a credit? Based on the agency's departmental procedures, it could end up being a refund or a credit. It should be noted that if the overage is processed as a refund, the agency must use the same expenditure object(s) that were used on the initial GAX(s) to process the refund to accurately report the overall vendor payment in AFIS.*



### Create a Partial Payment from a GAE

#### *Scenario 3.*

You have received a request to process a partial payment of the Tucson Electric Power encumbrance that does not completely liquidate the referenced encumbrance. You are paying the first quarter of the encumbrance for \$5000. Invoice 3.4. You will be referencing the encumbrance in Exercise 2.3 (The Tucson Power Encumbrance with multiple lines encumbered at \$15000 per quarter)

Login to the **AFIS** Home Page. Create the new General Accounting Encumbrance document.

5. In the **Jump To** field, enter **GAE**
6. In the **Dept.** field, enter - *Training Data*
7. Click **Browse**



**Document Catalog**

Create

▼ **Document Identifier**

Code :  Unit :

Dept. :  ID :

▶ **User Information**

▶ **Document State**

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100		<a href="#">201500000011</a>	No	1	New	Draft	Held	6/1/15	Training2	\$0.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000012</a>	No	1	New	Final	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000013</a>	No	1	New	Final	Submitted	6/1/15	Training2	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1 1.2</a>	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1 4.4</a>	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUC 4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUCT 5.1</a>	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

First Prev Next Last

[Menu](#)

In the search results, click the **ID** of the GAE document that you created in Exercise 2.3. The amount is \$60,000.

Create a General Accounting Expense document

1. Observe the Actual Amount of the GAE document
2. At the bottom of the page, click **Copy Forward**



The screenshot shows the 'Header' window with the following data:

- Document Name:** [Empty]
- Record Date:** 12/18/2018
- Budget FY:** 2019
- Fiscal Year:** 2019
- Period:** 6
- Document Description:** [Empty]
- Accounting Profile:** [Empty]
- Expected Amount:** \$0.00
- Billing Location:** [Empty]
- Shipping Location:** [Empty]
- Delivery Date:** [Empty]
- Cited Authority:** [Empty]
- Escrow ID:** [Empty]
- Actual Amount:** \$100.00
- Closed Amount:** \$50.00
- Closed Date:** [Empty]
- Open Amount:** \$50.00
- Open Accrual Amount:** \$0.00
- Referenced Amount:** \$50.00

At the bottom, the 'Accounting Posting' section shows:

- Vendor: [Empty]
- Accounting: Total Lines: 1, Vendor Line: 1, Vendor Customer: 00010088, Legal Name: BRIDGEWAY HEALTH SOLUTIONS OF AZ
- Posting: Total Lines: 1, Accounting Line: 1, Line Amount: \$100.00, Line Open Amount: \$50.00

The 'Copy Forward' button is highlighted with a red box.

3. On the **Copy Forward** screen, in the **Doc Department Code**, enter- *Training Data*
4. Check the **Auto Numbering** check box
5. Verify that the **Target Document Code** selected is GAX
6. Click **Ok**. The draft GAX document opens

The screenshot shows a document header bar with the following information:

- General Accounting Expense(GAX)**
- Dept:** 100
- ID:** 150601000027 (highlighted with a red box)
- Ver.:** 1
- Function:** New
- Phase:** Draft

7. Write down the ID number: \_\_\_\_\_

Complete the Header component of the General Accounting Expense document.

8. On the General Information tab, in the Document Description field, enter Partial Payment
9. Since this document is copied forward, data entry is reduced. Other required fields will populate during Validation

Navigate to and complete the Accounting component.

1. Click the **Accounting** component to expand
2. Observe the **General Information** Tab. Four accounting lines exist for the encumbrances

Vendor		Vendor Line: 1	Vendor Customer: TUC62700	Legal Name: TUCSON ELECTRIC POWER CO	
Accounting		Total Lines: 4	Accounting Line: 1	Line Amount: \$15,000.00	Line Open Amount: \$15,000.00
Accounting Line	Line Amount	Line Closed Amount	Line Open Amount		
1	\$15,000.00	\$0.00	\$15,000.00		
2	\$15,000.00	\$0.00	\$15,000.00		
3	\$15,000.00	\$0.00	\$15,000.00		
4	\$15,000.00	\$0.00	\$15,000.00		

From 1 to 4 Total: 4



## AFIS MANUAL

1. Complete the **Accounting** component of the document
2. Click **Line 2** to select
3. Click the **trashcan icon** to delete Line 2
4. Click **Line 3** to select
5. Click the **trashcan icon** to delete Line 3
6. Click **Line 4** to select
7. Click the **trashcan icon** to delete Line 4
8. On the General Information tab, in the **Line Amount** field, enter the amount you are paying from the invoice (**\$5000**)
9. Click the **Reference** tab
10. Verify the **Ref Type** is **Partial**

The screenshot displays the AFIS software interface for a General Accounting Expense (GAX) document. The top header shows document details: Dept: 100, ID: 150601000026, Ver.: 1, Function: New, Phase: Draft, and Modified by: Training2, 06/01/2015. Below the header, the Vendor information is shown as Vendor Line: 1, Vendor Customer: TUC62700, and Legal Name: TUCSON ELECTRIC POWER CO. The Accounting section shows a table with one line item:

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$15,000.00	\$0.00	\$15,000.00	\$0.00	AP01

Below the table, the Reference tab is active, showing fields for Ref Doc Code (GAE), Ref Doc Dept (100), Ref Doc ID (201500000012), Ref Vendor Line (1), Ref Commodity Line, Ref Accounting Line (1), Ref Type (Partial), Debt ID, Schedule Number, and Schedule Line. The Ref Type is set to Partial. The bottom of the interface shows a Posting section with Total Lines: 0 and Posting Line: none.

11. Click the **Fund Accounting** tab
12. Verify that the **Fund, Department, Unit, Appr Unit,** and **Object** fields have been populated with information copied forward from the GAE



General Information	Reference	<b>Fund Accounting</b>	Detail Accounting	Service Dates	Additional Amounts
Fund:	9000		Object:	7181	
Sub Fund:			Sub Object:		
Department:	100		Revenue:		
Unit:	0100		Sub Revenue:		
Sub Unit:			BSA:		
Appr Unit:	1000000		Sub BSA:		

13. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
14. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
15. Click **Close**
16. Click **Home** in the Primary Navigation Panel to return to the Home Page

Navigate to the General Accounting Encumbrance document.

1. On the **Jump To** type **GAE**
2. In the **Dept.** field, enter the - *Training Data*
3. Click **Browse**



Create

▼ Document Identifier

Code :  Unit :

Dept. :  ID :

► User Information

► Document State

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

<input type="checkbox"/>	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100		<a href="#">201500000011</a>	No	1	New	Draft	Held	6/1/15	Training2	\$0.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000012</a>	No	1	New	Final	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000013</a>	No	1	New	Final	Submitted	6/1/15	Training2	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000015</a>	No	1	New	Draft	Held	6/1/15	Training2	\$0.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1 1.2</a>	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1 4.4</a>	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUC 4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUCT 5.1</a>	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

First Prev Next Last

In the search results, click the **ID** of the GAE document in Exercise 2.3. (the \$60,000 encumbrance)

Review a General Accounting Encumbrance Document.

Click on the **Accounting** Tab and observe Line 1.

1. Observe the **Line Amount** of the General Accounting Encumbrance document
2. Observe the **Line Closed Amount** of the General Accounting Encumbrance document
3. Observe the **Referenced Line Amount** of the General Accounting Encumbrance document

Accounting					
		Total Lines: 4		Accounting Line: 1	
		Line Amount: \$15,000.00		Line Open Amount: \$10,000.00	
Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	
1	\$15,000.00	\$10,000.00	\$5,000.00	\$5,000.00	
2	\$15,000.00	\$15,000.00	\$0.00	\$0.00	
3	\$15,000.00	\$15,000.00	\$0.00	\$0.00	
4	\$15,000.00	\$15,000.00	\$0.00	\$0.00	

1 to 4 Total: 4 First Previous Next Last

4. Click **Home** in the Primary Navigation Panel to return to the Home Page





## Create a Split Accounting Distribution



### Scenario 4.

You have received a request to process a payment with multiple budget lines so you will create a General Accounting Expense (GAX) document with an additional Accounting line to split the payment evenly between two units.

Login to the **AFIS** Home Page. Create a new General Accounting Expense document using the **Document Catalog**.

1. In the **Jump To** Field type **GAX**
2. In the **Dept** field, enter - *Training Data*
3. Click **Create**
4. Click the **Auto Numbering** check box

5. Click **Create**

Complete the **Header Component General Information** tab.

1. In the **Document Description** field, enter *Utility Split Expense*
2. Click on the **Vendor** component at the bottom of the page

Complete the **Vendor Component General Information** tab.

1. Click **Insert New Line**
2. In the **Vendor Customer** field, click the picklist
3. In the **Legal Name** field, enter *Tuc\**
4. Click **Browse**
5. In the grid select *Tucson Electric Power*



6. In the **Address Code** field, click the picklist
7. In the grid, click the Select link for Address **ID 001**
8. Click **Save**

Complete the **Accounting** component.

1. Click Insert New Line
2. In the **Line Amount** field, enter *100*

Complete the **Fund Accounting** tab and **Detail Accounting** tabs.

1. Click the **Fund Accounting** tab
2. In the **Fund** field, enter - *Training Data*
3. In the **Department** field, enter - *Training Data*
4. In the **Unit** field, enter - *Training Data*
5. In the **Appr Unit** field, enter - *Training Data*
6. In the **Object** field, enter *7181*

General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
		Fund: 9000			Object: 7181
		Sub Fund:			Sub Object:
		Department: 100			Revenue:
		Unit: 0100			Sub Revenue:
		Sub Unit:			BSA:
		Appr Unit: 1000000			Sub BSA:

7. Click the **Detail Accounting** tab
8. In the **Location** field, enter - *Training Data*
9. In the **Task** field, enter - *Training Data*
10. Click **Save**

Insert and complete a second Accounting line.

11. Click **Insert New Line** and click the General Information tab
12. In the **Line Amount** field, enter *75.9*

Complete the second Accounting Line **Fund Accounting** tab, **Detail Accounting** tabs.

1. Click the **Fund Accounting** tab



2. In the **Fund** field, enter - *Training Data*
3. In the **Department** field, enter - *Training Data*
4. In the **Unit** field, enter - *Training Data*
5. In the **Appr Unit** field, enter - *Training Data*
6. In the **Object** field, enter *8143*

General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
		Fund: 9000			Object: 7599
		Sub Fund:			Sub Object:
		Department: 100			Revenue:
		Unit: 0100			Sub Revenue:
		Sub Unit:			BSA:
		Appr Unit: 1000000			Sub BSA:

7. Click the **Detail Accounting** tab
8. In the **Location** field, enter - *Training Data*
9. In the **Activity** field, enter *123456*
10. In the **Task** field, enter - *Training Data*
11. Click **Save**

Validate and submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
3. Click **Close**
4. Click **Home** in the Primary Navigation Panel to return to the Home Page



## Modify a GAX

Modifications can only be made to a payment request (GAX) **before** it has been disbursed.

Once a payment request (GAX) has been disbursed (closed), changes cannot be made until the warrant paying the Accounting line has been cancelled and the payment request is re-opened.



### Modify a General Accounting Expense Document

#### Scenario 5.

You have received a request to modify the General Accounting Expense (GAX) document that has incorrect data. You will locate the document we created previously. The amount was for \$975.00 and you received a notice it should have been \$950.00. The first thing you do is make sure that the document has not been disbursed. Once you identify it has not been paid then you edit and submit the correct amount.

Login to the **AFIS** Home Page. Navigate to Vendor Transaction History Page (VTH)

1. In the **Code** field, enter **VTH**
2. In the **Vendor/Customer Code** field, enter the vendor from previous activity
3. Click **Browse**

**Choose**

[Browse](#) [Clear](#)

Vendor/Customer :  Legal Name : TUC\*

Last Name :  Vendor Active Status :

Vendor Approval Status :  Lock Account :

	Vendor/Customer	Legal Name	Last Name	Vendor Active Status	Vendor Approval Status	Lock Account
<a href="#">Select</a>	000012484	TUCSON SCTP		Active	Complete	No
<a href="#">Select</a>	0063354601	TUCSON SOUTH CENTRAL		Active	Complete	No
<a href="#">Select</a>	63354601	TUCSON SOUTH CENTRAL		Active	Complete	No
<a href="#">Select</a>	CIT00266	TUCSON CITY OF		Active	Complete	No
<a href="#">Select</a>	DTT880X	TUCSON		Inactive	Incomplete	No
<a href="#">Select</a>	STAMNLGBT	Tucson LGBT Museum		Inactive	Incomplete	No
<a href="#">Select</a>	TUC37567	TUCSON MEDICAL CENTER		Active	Complete	No
<a href="#">Select</a>	TUC42798	TUCSON ORTHOPAEDIC INSTITUTE PC		Active	Complete	No
<a href="#">Select</a>	TUC44245	TUCSON EYE PHYSICIANS PLLC		Active	Complete	No
<a href="#">Select</a>	TUC62700	TUCSON ELECTRIC POWER CO		Active	Complete	No

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

4. Select Tucson Electric Power
5. Click **Vendor Invoice Registry**
6. Click **Vendor Transaction History**. You can also filter by document type, record date, etc.
7. Confirm the payment has not been made



Locate the existing GAX document.

1. In the **Code** field, enter **GAX**
2. In the **Dept** field, enter - *Training Data*
3. Click **Browse**
4. In the grid below, click the **ID** of the document to open the GAX on the data from *previous Activity*

The screenshot shows the 'Header' window with the 'General Information' tab selected. The document name is 'Training Expense' and the record date is 11/01/2014. The budget and fiscal year are both 2015, and the period is 5. The expected amount is \$975.00, and the actual amount is also \$975.00. The closed amount is \$0.00, and the open amount is \$975.00. The referenced amount is \$0.00. Other fields include Pre-Processing Allowed (unchecked), Bank Account, Replacement (unchecked), Contract Withholding Exempt (unchecked), Cited Authority, Escrow ID, Vendor Invoice Number, Vendor Invoice Line, Vendor Invoice Date, Tracking Date, and Check Description.

Create and edit a modification version of the GAX document.

5. At the bottom of the page, click **Edit**. A new modification version is created
6. Click on the **Accounting** component
7. On the **General Information** tab, in the **Line Amount** field, enter **950.00**
8. Click **Validate**
9. Click on the **Posting** component
10. Observe the posting amounts

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	D001 D011	Disb Payable External AE	\$25.00	\$25.00

From 1 to 1 Total: 1

Buttons: First, Previous, Next, Last, Show Lines: 10, Go to line: [ ], Go, Export to CSV

Validate and submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen:  
**Document validated successfully**



2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
3. Click **Close**
4. Click **Home** in the Primary Navigation Panel to return to the Home Page

## Cancel a Payment (issued by a warrant)

A disbursement document can be cancelled in AFIS as long as it has not cleared the bank. Once a disbursement is cancelled, it can be reissued, if necessary. Depending on whether or not the payment is still with the State or has been sent to the vendor, different actions must be taken. For instance, if the payment has been sent to the vendor, a notarized GAO-06 (Warrant Replacement Request) Form will need to be attached to the cancellation document. On the other hand, if the agency has the warrant in hand, they may attach the voided warrant to the cancellation document. All cancellation documents eventually route through the General Accounting Office (GAO). GAO will place stop payments on all warrants with cancellation documents, except those cancellation documents that have the voided warrant attached. GAO only approve cancellations once stops of those cancellations are successfully processed with the State's Servicing Bank.

When a disbursement needs to be cancelled because a vendor was issued a payment in error, the user confirms the warrant has not been paid and then cancels the original disbursement document with a **cancellation type** of **Close**. The disbursement cancellation request document routes through workflow for approval by a department approver and GAO.

When a payment has been disbursed but has not been received by a vendor, the most common approach is to reissue the payment after requesting that the bank put a Stop Payment on the original disbursement. The user confirms the warrant has not been paid and verifies the vendor's current address before requesting a reissue of the payment. The user cancels the original disbursement document with the **cancellation type** of **Reschedule**. When the cancellation type of 'Reschedule' is used, a notarized GAO-06 Form must be attached to the cancellation document. After the document routes through workflow for approval, the user navigates to the Disbursement Request (DISRQ) table to verify the associated payment request document appears on the table and is ready for disbursement.

Additional detailed instructions regarding stopping, canceling and rescheduling a warrant can be found on the GAO website under the QRG – **Stop, Cancel or Reschedule a Warrant**.

### Cancel a Warrant

To cancel a warrant, the user cancels the outstanding disbursement document in AFIS. The user will select the **Discard** command from the **Action** Menu. At which point, the user needs to complete several areas; cancellation type, cancellation reason, cancellation comment and scheduled payment date.



**Cancellation Type:** GAO only allows Reschedule or Close.

The screenshot shows the 'Cancellation' tab in the AFIS system. The 'Cancellation Type' dropdown is set to 'Close'. The 'Cancellation Reason' dropdown is open, showing options: Reschedule, Hold, Close, Warrant Reconciliation, Stale, Escheat, Cancel, and PR Cancellation. The 'Comments' and 'Scheduled Payment Date' fields are also visible.

- **Reschedule** – Used to reverse the effects of the original disbursement and allows for rescheduling of the disbursement by specifying a new Scheduled Payment Date (A notarized GAO-06 is required to be attached to choose this option)
- **Close** – Used to cancel the disbursement and cancel the payment request

**Cancellation Reason:** The agency can select any of the cancellation reasons except for Stale, Escheat, Cancel, or Warrant Reconciliation.

The screenshot shows the 'Cancellation' tab in the AFIS system. The 'Cancellation Type' dropdown is set to 'Close'. The 'Cancellation Reason' dropdown is open, showing options: Lost, Stolen, Never Received, Destroyed, Incorrect Information, Stale, Escheat, Cancel, Warrant Reconciliation, Stop Payment, and Voided Warrant Attached. The 'Comments' and 'Scheduled Payment Date' fields are also visible.

- **Lost** – Payee claims warrant was received and then lost
- **Stolen** – Payee claims warrant was stolen
- **Never Received** – Payee claims they never received the payment
- **Destroyed** – Payee claims warrant was destroyed
- **Incorrect Information** – Payee information is incorrect



- **Stop Payment** – Available for the agency to use if none of the other reasons apply
- **Voided Warrant Attached** – The agency can use this reason if they attach a voided warrant to the cancellation document

**Cancellation Comment** – This field is used to add more detailed information about why the disbursement is being cancelled. **This is a GAO required field.**

**Scheduled Payment Date** – This field is required if the payment is rescheduled. Make sure that you enter a date that is one or more business days in the future than when approved by your agency.

Once these fields are completed, the document is validated and submitted. This creates a cancellation version of the document. The cancellation document then routes to workflow for approval by a department level approver and GAO.

## Cancel a Payment (issued by EFT)

An agency may have issued an incorrect payment or a payment for the wrong amount, in which case, they can request the reversal of the ACH payment. To follow NACHA rules, the reversal can only be processed if it is within five business days of the payment settlement date. To request an ACH reversal, the agency representative (with an AP Manager Role) will complete and send the GAO PM-ACH1 ACH Payment Reversal Form by email to [AFIS.Operations@azdoa.gov](mailto:AFIS.Operations@azdoa.gov). GAO will process the document and send the request to the State Treasury Department to submit to the state servicing bank. GAO will typically know within 7-10 business days if the funds were successfully reversed, and will let the agency know.

### Cancel a Payment Prior to Disbursement

There are several scenarios that would require the cancellation of a payment request (GAX). This is when the GAX has been submitted but the warrant or EFT has not processed. A few such scenarios are:

- The wrong vendor was on the GAX document
- The referenced encumbrance was incorrect
- There is not enough cash to pay the warrant

The options vary depending on the phase of the document:

- **Pending – Reject the document**, the payment request returns to the Draft phase; open the document and click **Edit to make changes** or click **Discard to delete the draft document**.
- **Final – Open the payment** request (GAX) and click **Discard**. **This will create a cancellation version of the document.**

Documents that are in Draft phase can be changed at any time by clicking the **Edit** button. Once a document is approved, it reaches the Final phase and is accepted into AFIS. If a document in Final phase requires modification, the Edit feature will create a new version of the document. Previous versions of the document are set to Historical-Final and will appear with that phase in the Document Catalog.

Note: Modification to a GAX document in Final phase can only be done before a warrant/EFT has been created by the nightly processing of the approved document.



	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAX	101		<a href="#">150408000025</a>	No	1	New	Draft	Held	4/8/15	Student1	\$200.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">150408000026</a>	No	1	New	Draft	Held	4/8/15	Student1	\$175.99	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 1.2</a>	No	1	New	Final	Submitted	11/12/14	Training	\$545.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training	\$6,000.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 1.3B</a>	No	1	New	Final	Submitted	11/25/14	dboudrie	\$530.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 4.6</a>	No	1	New	Final	Submitted	10/27/14	Training	\$50.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 5.3</a>	No	1	New	Historical (Final)	Submitted	10/27/14	Training5	\$50.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 5.3</a>	No	2	Cancellation	Final	Submitted	10/27/14	Training5	\$50.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 5.3A</a>	No	1	New	Final	Submitted	10/27/14	Training5	\$50.00	Yes

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## Additional Functionality in Payment Documents

In AFIS, there are other options for processing payments that will be needed in certain situations. Disbursement options for payments are available for specific scenarios such as creating consolidated payments.

### Identify Different Disbursement Options on a Payment Document

The following options are available on a payment document for disbursement.

- Payment Consolidation
- Single Payment
- Hold Warrant for Pickup
- Request Same Day Payment
- Pay a Third Party

#### Payment Consolidation

All payments are consolidated by document department.

#### Single Payment

When the **Single Payment** Flag on the Vendor/Customer record is selected, the vendor will receive one warrant/electronic fund transfer (EFT) per unique payment document (GAX). If this flag is not checked, then the payments are grouped in the disbursement by agency.



**Disbursement Options**

Category: PYCN

Description: Payment Consolidation Te

Default Type: Warrant

Default Priority: 99

Default Format: WAR

Default Format Description:

Scheduled Payment Day:

Single Payment Indicator:

Name on Check: Legal Name

Hold Payment:

Hold Payment Authorized By:

Hold Payment Authorized On:

Hold Reason:

Prevent New Spending:

Third Party Code:

Third Party Name:

Third Party Approved By:

Third Party Approved On:

Third Party Reason:

Always Infer Third Party Vendor:

Third Party Address ID:

The accepted way to override Payment Consolidation is to create a General Accounting Expense (GAX) document and on the **Vendor Component Disbursement Options** tab check the **Single Payment** box.

General Information | **Disbursement Options** | Discount Terms | Misc Vendor ACH Details

Disbursement Category:

Schedule Payment Date: 09/14/2021

Disbursement Priority: 99

Disbursement Type: EFT

Disbursement Format: CTX

Single Payment:

EFT Status: Eligible for EFT

Handling Code:

On Line Disbursement Rqst:

Taxpayer Id:

Taxpayer Id Type:

Pay Third Party:

### Hold Warrant for Pickup

When a payment is created, **Hold for Pickup** can be indicated on the document. On the **Vendor Component Disbursement Options** tab in the **Disbursement Category** field, enter or select **PULL** from the picklist. The use of PULL requires prior approval by GAO. The CFO of the requesting agency will need to send an email with the request to [GAOADMIN@azdoa.gov](mailto:GAOADMIN@azdoa.gov). The requests are considered on a case-by-case basis.

### Pay a Third Party

Special payment arrangements can be made when a payment should be made to a third party instead of the vendor identified in the Vendor/Customer field on the payment. In all of these three situations, referencing the Vendor Customer (VCUST) will give the information needed.

There are three ways to pay a third party:



1. If the Vendor is set up to **Always Infer Third Party Vendor** on the **Vendor/Customer (VCUST)** table, then no action is required. The third party will be automatically paid.
2. If the Vendor has a third party assigned to it on the **Vendor/Customer (VCUST)** table but is not set up to **Always Infer Third Party Vendor**, then the **Pay Third Party** box needs to be checked on the payment request (GAX).

General Information | **Disbursement Options** | Discount Terms | Misc Vendor ACH Details

Disbursement Category:

Schedule Payment Date: 09/14/2021

Disbursement Priority: 99

Disbursement Type: EFT

Disbursement Format: CTX

Single Payment:

EFT Status: Eligible for EFT

Handling Code:

On Line Disbursement Rqst:

Taxpayer Id:

Taxpayer Id Type:

Pay Third Party:

3. If the Vendor Customer (VCUST) indicates there is no assigned third party for the Vendor, you may designate a third party on the GAX. The third party vendor must be active and set up as a third party vendor in VCUST in order to be eligible to receive payment, then you can designate a one-time payment to a third party that is flagged as eligible to receive a payment.

Save Undo Delete Insert Copy Paste Search

▼ General Info

Vendor/Customer : 09626301

Legal Name : CVS PHARMACY #09297

Alias/DBA :

Vendor Active Status : Active

Vendor Approval Status : Complete

Customer Active Status : Active

Customer Approval Status : Complete

Location Name :

First Name :

Middle Name :

Last Name :

Company Name : CVS PHARMACY #09297

Vendor Performance Rating :

EDI Enabled :

Restrict Use by Department :

Miscellaneous Account :

Internal Account :

Third Party Only :

**Third Party Vendor :**

Third Party Customer :

Inventory Customer :

Healthcare Provider :

Never Archive :

Restrict VSS Access : Yes

Discontinue - No New Business :

Prevent MA Reference :

PunchOut Enabled :

Re-PunchOut Enabled :

Electronic Order Enabled :

W-9 Received :

W-9 Received Date :

W-8 Received :

W-8 Received Date :

Accepts Credit Cards :

Active From : 01/01/1980

Active To :

Last Usage Date : 06/05/2015

Department :

Unit :



## Disbursement Request Modification Document (DRM)

When we talk about a Disbursement Request Modification, we are talking about how the vendor wants to receive their payment. You may have a vendor that typically receives their payment in the mail but this month wants it to be held for pickup. Changes like this take place by changing the disbursement options on the General Accounting Expense (GAX). It is important to pay attention at the top and see what phase the document is in because a document must be in Final phase to submit a disbursement request modification. You can submit a Disbursement Request Modification (DRM) document to update the following items:

- Request for Single Warrant
- Request for Hold for Pickup (Please note that a PULL request must have prior GAO approval)
- Add a third party Payee
- Request a change to the Scheduled Payment Date
- Change EFT to Warrant

Most of these options are located on the **Disbursement Control** tab of the DRM document.

Changes made through a DRM document do not update the referenced document on the document catalog but do update the Disbursement Request table. The Warrant/EFT generated uses the information on the Disbursement Request table.



On the **Header** Component **General Information** tab of the DRM document, the **Changes Applicable to** field allows the selection of the type of change requested. The options are:

- **Document** – The DRM will modify the entire payment request, affecting all Accounting lines for every vendor on the document.
- **Vendor** – The DRM will modify all Accounting lines for a specific vendor.

Once a **Disbursement Request Modification** (DRM) document has been submitted to Final, it cannot be modified or cancelled. A new DRM document must be created to make additional changes. You may utilize the Disbursement Request Modification table to view modifications to a payment request.

### Create a Disbursement Request Modification Document



#### Scenario

You have obtained approval on a General Accounting Expense (GAX) document, but you need to request that the warrant be held for pickup as a single warrant disbursement. Using the GAX you created in Activity on page 37, create a **Disbursement Request Modification** (DRM) document to make the necessary changes.

Login to the **AFIS** Home Page. Locate the General Accounting Expense document.

1. On the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. In the **Code** field, enter **GAX**
4. In the **Dept.** field, enter - *Training Data*
5. In the **ID** field, enter - *Training Data*
6. Click **Browse**
7. Click the **ID** of the payment document to open it



Create a **Disbursement Request Modification** document using **Copy Forward**.

1. In the GAX document, click **Copy Forward**
2. In the **Doc Department Code** field, enter - *Training Data*
3. Click the **Auto Numbering** check box
4. Select the line for **DRM** in the **Target Doc Type** grid

**Copy Forward**

**From Document**

Category : ABS      Doc Dept : 101

Type : ABS      Doc Unit :

Code : GAX      ID : STU 1 6.2

Select Entire Document :       Version : 1

**To Document**

Doc. Department Code : 101      Document Id :

Unit Code :      Auto Numbering :

	Target Doc Type	Target Doc Code	Description
	MD	MD	Create MD from GAX
	MD	MDWT1	Create MDWT1 from GAX
✓	DRM	DRM	Create DRM from GAX
	MD	EAMD	Create EAMD from GAX
	MD	EAMD	Create EAMD from GAX with 2AL

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5. Click **Ok**. The new DRM document opens

Disbursement Request Modification(DRM) Dept: 101 ID: 15040800007 Ver.: 1 Function: New Phase: Draft
Modified by Student1 , 04/08/2015

6. Write down document number: \_\_\_\_\_

Complete the **General Information** tab of the **Header** component.

1. In the Reason field, enter *hold for pickup*
2. In the Document Description field, enter *Warrant to be held for pickup*
3. In the Changes Applicable To drop down, select *Document*



General Information | Payee | Reference | Disbursement Control | Document Information

Document Name:  Changes Applicable To: Document

Record Date:

Reason: hold for pickup

Document Description: Warrant to be held for pickup.

4. Click the **Disbursement Control** tab
5. In the **Disbursement Category** field, click the Picklist
6. Select **Pull**
7. In the Single Payment drop down, select **Yes**

General Information | Payee | Reference | **Disbursement Control** | Document Information

Scheduled Payment Date:

Scheduling Reason Code:

Single Payment: Yes

Handling Code:

Online Disb Request: No Change

Disbursement Management: No Change

User Hold: No Change

Disbursement Format:

Disbursement Category: PULL

Priority:

Hold Payment Reason:

1. Click the **Vendor** component
2. Click on the **trash can**

Vendor				
Vendor Line	Vendor Code	Vendor Legal Name	Line Amount	
1				<input type="button" value="trash"/>

From 1 to 1 Total: 1

First Previous Next Last

Go to line:

3. In the pop-up window, click **Yes**

Validate and submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
3. Click **Close**



4. Click **Home** in the Primary Navigation Panel to return to the Home Page

Navigate to the Disbursement Request table.

5. In the Primary Navigation Panel, in the **Jump to** field, enter **DISRQ**
6. Click **Go**. The Disbursement Request (DISRQ) table opens

Locate the General Accounting Expense document information.

7. Below the grid, click **Search**
8. In the Search pop-up window, in the **Doc Dept** field, enter the **Dept** from **Training Data**
9. In the Search pop-up window, in the **Doc ID** field, enter the document ID
10. Click **Ok** to return to the Disbursement Request table
11. Click **Disbursement Control** section, to expand that section
12. Observe the **Disbursement Category** is now Pull



**Disbursement Request**

Document	Vendor Code	Legal Name	Accounting Line Amount
<a href="#">GAX,101,STU 1 1.2</a>	VC000000231	Student 1	\$545.00
<a href="#">GAX,101,STU 1 1.3A</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$6,000.00
<a href="#">GAX,101,STU 1 1.3B</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$530.00
<a href="#">GAX,101,STU 1 4.2</a>	PLACEHOLDER	Placeholder Vendor	\$100,000.00
<a href="#">GAX,101,STU 1 4.6</a>	VC000000231	Student 1	\$50.00
<a href="#">GAX,101,STU 1 5.3 A</a>	VC000000231	Student 1	\$50.00
✓ <a href="#">GAX,101,STU 1 6.2</a>	APPLE INC.	Apple Inc.	\$500.00

First Prev Next Last

[Save](#) [Undo](#) [Search](#)

▶ **Vendor**

▶ **Payee**

▼ **Disbursement Control**

Scheduled Payment Date: 10/27/2014

Single Payment:

Handling Code:

Online Disb Request:

Disbursement Management:

User Hold:

Restricted:

Hold Payment Reason:

System Hold Flag: No

System Hold Reason: Blank

Priority: 99

Payment Type:

Scheduling Reason Code:

Disbursement Format: WAR

Disbursement Category: PULL

Disbursement Type: Warrant

Consolidation Object 1:

Consolidation Object 2:

Consolidation Object 3:

Consolidation Object 4:

Consolidation Object 5:

Consolidation Object 6: 101

Sort Object 1:

Sort Object 2:

Contract Withholding Exempt:

13. Click **Home** in the **Primary Navigation Panel** to return to the Home Page

## Accounts Payable Queries and Reports

General Accounting Expense (GAX) documents can be found by searching several areas in AFIS including the (DISRQ) page. Automated Disbursement (AD), Manual Disbursement (MD) and Electronic Funds Transfer (EFT) can be found by searching either the Check Reconciliation (CHREC) or Paid Checks (PDCHK) tables. InfoAdvantage also provides an environment to run Accounts Payable reports.

### Queries

General Accounting Expense (GAX) documents can be found by searching the Disbursement Request (DISRQ) page. By entering the appropriate search criteria, such as Vendor Code or Scheduled Payment Date, results can be narrowed.



### Disbursements Query (DISBQ)

The Disbursements Query (DISBQ) page displays a summary of information from the disbursement documents in AFIS as well as from the Check Reconciliation and Paid Check tables. The DISBQ provides numerous search fields that can be used to narrow down the list of documents. The Search window requires a value be entered for Vendor/Customer, Payee, Document Record Date, or Check/EFT Status in order to display any results. Once the desired document has been located, the links provided allow you to view the Disbursement Detail Query (DISBDQ), Intercept Activity, and Retainage Detail pages for the selected document.

Disbursement Query [Menu Back](#)

[Search](#)

Disbursement Document	Vendor Code	Vendor Name	Payee Name	Traveler ID	Check Amount	Issued Date	Check/EFT Number	Check Status
<a href="#">✓ AD.AAA.140826000056.2</a>	APPLE INC.	Apple Inc.	Apple Inc.		\$150.00	08/26/2014	000000070000006	Cancelled
<a href="#">AD.ICA.140826000063.1</a>	APPLE INC.	Apple Inc.	Apple Inc.		\$192.00	08/26/2014	000000070000009	Warranted

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Record Date : 08/26/2014

Disbursement Doc Type : AD

Disbursement Doc Code : AD

Disbursement Doc Dept : AAA

Disbursement Doc ID : 140826000056

Payee Code :

Payee Name : Apple Inc.

Payee Indicator : V

Total Accounting Line Amount : \$150.00

Total Intercept Amount : \$0.00

Issued Date : 08/26/2014

Check/EFT Number : 000000070000006

Check Status : Cancelled

Cleared Date :

Check Amount : \$150.00

Total Discount Amount : \$0.00

Total Penalty Amount : \$0.00

Total Interest Amount : \$0.00

Total Backup Withholding Amount : \$0.00

Total Contract Withholding Amount : \$0.00

Total default Intercept Fee Amount : \$0.00

Total Supplementary Intercept Fee Amount : \$0.00

Total Retainage Amount : \$0.00

Total Freight Amount : \$0.00

Total Use Amount : \$0.00

Total Tax Amount : \$0.00

Cancel/Reclass Reason : Incorrect Information

Vendor Code : APPLE INC.

Vendor Name : Apple Inc.

Traveler ID :

Disbursement Category : TST1

[Top](#)

[Disbursement Detail Query](#) [Intercept Activity](#) [Retainage Detail](#) [Accrual Inquiry](#)

### Disbursement Detail Query (DISBDQ)

The Disbursement Detail Query (DISBDQ) displays detailed information from the disbursement documents in AFIS as well as from the Check Reconciliation and Paid Check tables. This table will tell you how many times you have paid a particular vendor as well as the warrants for that vendor. The DISBDQ allows you to see which payment request documents are referenced by the disbursement document selected on the DISBQ page.



**Disbursement Detail Query** [Menu Back](#)

[Browse](#) [Clear](#)

Disbursement Doc Type: AD	Intercept Amount: <input type="text"/>
Disbursement Doc Code: AD	Discount Amount: <input type="text"/>
Disbursement Doc Dept: ADA	Penalty Amount: <input type="text"/>
Disbursement Doc ID: 190000150716	Interest Amount: <input type="text"/>
Payment Request Doc Code: <input type="text"/>	Backup Withholding Amount: <input type="text"/>
Payment Request Doc Dept: <input type="text"/>	Contract Withholding Amount: <input type="text"/>
Payment Request Doc ID: <input type="text"/>	Default Intercept Fee Amount: <input type="text"/>
Vendor Code: <input type="text"/>	Supplementary Intercept Fee Amount: <input type="text"/>
Traveler ID: <input type="text"/>	Retainage Amount: <input type="text"/>
Payee Code: <input type="text"/>	Freight Amount: <input type="text"/>
Vendor Invoice Number: <input type="text"/>	Tax Amount: <input type="text"/>
Check / EFT Number: <input type="text"/>	Cancel/Reclass Reason: <input type="text"/>
Line Amount: <input type="text"/>	

Disbursement Doc ID	Disb. Line	Payment Doc ID	Payee Name	Payee Indicator	Vendor Invoice Number	Vendor Invoice Line	Line Amount	Contact Name	Contact Number	Check/EFT Number
AD ADA 190000150716 1	1	GAXRM ADA 192V001544 1	JONATHON ROBERSON	V	092218 100518	1	\$715.47			000000218979226

[Copy](#) [First](#) [Prev](#) [Next](#) [Last](#)

[Disbursement Query](#) [Check Reconciliation](#) [Accrual Inquiry](#)

### Disbursement Request (DISRQ)

The Disbursement Request (DISRQ) page contains all the information necessary for the generation of payments during the Automated Disbursement process. The DISRQ page primarily is updated with payment requests recorded on expense document codes. Once a document is disbursed, it will be **removed** from this table. It is the event type used on the expense document that determines whether or not the DISRQ page is updated. All of the information on the DISRQ is grouped together into sections that can be expanded or collapsed as needed.

The grid at the top of the DISRQ displays all of the expense and payment request documents that have been posted in AFIS.



**Disbursement Request** [Menu Back](#)

Document	Vendor Code	Legal Name	Accounting Line Amount
✓ <a href="#">GAX AAA 19000002231</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
<a href="#">GAX AAA 190000018333</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
<a href="#">GAX AAA 190000018334</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$500.00
<a href="#">GAX AAA 190000018336</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
<a href="#">GAX AAA 190000018337</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
<a href="#">GAX AAA 13110902E</a>	MISCPAYVEND	State of Arizona	\$1.00
<a href="#">GAX ADA 170000047949</a>	VC0000004547	UNITED HEALTHCARE	\$0.00
<a href="#">GAX ADA 180000025327</a>	VC0000004547	UNITED HEALTHCARE	\$0.00
<a href="#">GAX ADA 18UHC180424</a>	VC0000004547	UNITED HEALTHCARE	\$0.00
<a href="#">GAX ADA 18UHC180424</a>	VC0000004547	UNITED HEALTHCARE	\$0.00

First Prev [Next](#) Last

Save Undo Search

**Vendor**

Doc Code : GAX      Legal Name : BRIDGEWAY HEALTH SOLL  
 Doc Dept : AAA      Vendor Alias Name :  
 Doc ID : 190000002231      Address Code : A0004  
 Vendor Line Number : 1      Address 1 : 7711 CARONDELET AVE  
 Date of Record : 12/12/2018      Address 2 :  
 Vendor Code : 00010088      City : ST LOUIS  
 Vendor Contact ID : C0004      State : Missouri  
 Phone : MARK BROWN      Zip Code : 63105  
 Phone Extension : 26830      Taxpayer ID Number :  
 Email Address :      Taxpayer ID Type :  
 Fax Number :      Miscellaneous Vendor Flag : No  
 Fax Extension :      Traveler ID :  
                                  Trip ID :  
                                  Expense Payment Method :

▶ Payee

▶ Disbursement Control

▶ Automated Payment Hold

▶ Commodity

▶ Accounting

▶ Reference Information

▶ Award Information

### Check Reconciliation (CHREC) and Paid Checks (PDCHK)

The Check Reconciliation (CHREC) displays information such as Check/EFT Number, Amount, Issue Date, Status and Document Information for Automated Disbursement (AD), Manual Disbursement (MD) and Electronic Funds Transfer (EFT) documents. The Common status found on this table for these documents are Warranted or Disbursed. The Check Reconciliation process moves records from the Check Reconciliation (CHREC) table to the Paid Checks (PDCHK) table if the Cleared Date is not blank and the Status is not Disbursed or Warranted.





### Research a General Accounting Expense Document

#### Scenario

You need to research a General Accounting Expense (GAX) document to determine the amount of a payment request. Use the Disbursement Request (DISRQ) table to locate the document information.

Login to the **AFIS** Home Page. Navigate to the Disbursement Request table.

1. In the Primary Navigation Panel, in the **Jump to** field, enter **DISRQ**
2. Click **Go**. The Disbursement Request (DISRQ) table opens

**Disbursement Request**

	Document	Vendor Code	Legal Name	Accounting Line Amount
✓	<a href="#">GAX AAA 190000002231</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
	<a href="#">GAX AAA 190000018333</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
	<a href="#">GAX AAA 190000018334</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$500.00
	<a href="#">GAX AAA 190000018336</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
	<a href="#">GAX AAA 190000018337</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
	<a href="#">GAX AAA I3110902E</a>	MISCPAYVEND	State of Arizona	\$1.00
	<a href="#">GAX ADA 170000047949</a>	VC0000004547	UNITED HEALTHCARE	\$0.00
	<a href="#">GAX ADA 180000025327</a>	VC0000004547	UNITED HEALTHCARE	\$0.00
	<a href="#">GAX ADA 18UHC180424</a>	VC0000004547	UNITED HEALTHCARE	\$0.00
	<a href="#">GAX ADA 18UHC180424</a>	VC0000004547	UNITED HEALTHCARE	\$0.00

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Search](#)

▼ Vendor

Doc Code : <input type="text" value="GAX"/>	Legal Name : BRIDGEWAY HEALTH SOLU
Doc Dept : <input type="text" value="AAA"/>	Vendor Alias Name : <input type="text"/>
Doc ID : <input type="text" value="190000002231"/>	Address Code : <input type="text" value="A0004"/>
Vendor Line Number : <input type="text" value="1"/>	Address 1 : <input type="text" value="7711 CARONDELET AVE"/>
Date of Record : <input type="text" value="12/12/2018"/>	Address 2 : <input type="text"/>
Vendor Code : <input type="text" value="00010088"/>	City : <input type="text" value="ST LOUIS"/>
Vendor Contact ID : <input type="text" value="C0004"/>	State : <input type="text" value="Missouri"/>
MARK BROWN	Zip Code : <input type="text" value="63105"/>
Phone : <input type="text" value="8664753129"/>	Taxpayer ID Number : <input type="text"/>
Phone Extension : <input type="text" value="26830"/>	Taxpayer ID Type : <input type="text"/>
Email Address : <input type="text"/>	Miscellaneous Vendor Flag : <input type="text" value="No"/>
Fax Number : <input type="text"/>	Traveler ID : <input type="text"/>
Fax Extension : <input type="text"/>	Trip ID : <input type="text"/>
	Expense Payment Method : <input type="text"/>



Locate the General Accounting Expense document information.

1. Below the grid, click **Search**
2. In the Search pop-up window, in the **Doc ID** field, **enter**
3. Click **Ok** to return to the Disbursement Request table
4. In the grid, click the line for the document to view the details in the scalar at the bottom of the page
5. In the scalar, click **Disbursement Control**, to expand that section
6. Observe the **Scheduled Payment Date** on the document

**Disbursement Request**

Document	Vendor Code	Legal Name	Accounting Line Amount
<a href="#">GAX AAA 190000002231</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
<a href="#">GAX AAA 190000018333</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
<a href="#">GAX AAA 190000018334</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$500.00
<a href="#">GAX AAA 190000018336</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
✓ <a href="#">GAX AAA 190000018337</a>	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
<a href="#">GAX AAA 13110902E</a>	MISCPAYVEND	State of Arizona	\$1.00
<a href="#">GAX ADA 170000047949</a>	VC0000004547	UNITED HEALTHCARE	\$0.00
<a href="#">GAX ADA 180000025327</a>	VC0000004547	UNITED HEALTHCARE	\$0.00
<a href="#">GAX ADA 18UHC180424</a>	VC0000004547	UNITED HEALTHCARE	\$0.00
<a href="#">GAX ADA 18UHC180424</a>	VC0000004547	UNITED HEALTHCARE	\$0.00

First Prev [Next](#) Last

[Save](#) [Undo](#) [Search](#)

▶ Vendor

▶ Payee

▼ Disbursement Control

**Scheduled Payment Date:** 10/17/2018

Single Payment:

Handling Code:

Online Disb Request:

Disbursement Management:

User Hold:

Restricted:

Hold Payment Reason:

System Hold Flag: Yes

System Hold Reason: Document Rejected

Priority: 99

Payment Type:

Scheduling Reason Code:

Disbursement Format: CCD

Disbursement Category:

Disbursement Type: EFT

Consolidation Object 1:

Consolidation Object 2:

Consolidation Object 3:

Consolidation Object 4:

Consolidation Object 5:

Consolidation Object 6: AAA

Sort Object 1:

Sort Object 2:

Contract Withholding Exempt:

*If the system has rejected the payment request, then the system hold flag will show as Yes. This means the disbursement document did not generate.*



## Accounts Payable Interactive Reports

InfoAdvantage is the reporting tool that organizes AFIS data in an understandable format so that the information can be read and analyzed. InfoAdvantage sits “on top of” AFIS—that is, it is a separate application from AFIS, but connects directly to it.

The report data you see comes directly from AFIS. There is a lot of data in AFIS; InfoAdvantage organizes that data and packages it up so that it is more understandable than just the raw data.

The key reports needed to support the AFIS Accounts Payable business processes are found in two primary folders, the Statewide AP folder and the Statewide GL folder. The key reports in the Statewide AP Folder (FIN-AZ-AP-XXXX) and the Statewide GL Folder (FIN-AZ-GL-XXXX) are:

- **FIN-AZ-AP-N157** - Monthly Paid Warrants - This report provides monthly paid warrants by Department and Fund for a given Fiscal Year. Some warrant amounts are summarized by documents.
- **FIN-AZ-AP-N291** - Warrant Register by Department - Lists all warrants issued day before.
- **FIN-AZ-AP-N297** – Expired Warrants by Agency – This report shows all expired warrants by agency and any amounts transferred to Unclaimed Property.
- **FIN-AZ-AP-N391** - Disbursements by Vendor - Report is a Listing of Disbursements by Vendor for a specified disbursement date range. This revised report allows users to enter a date range of either the Disbursement Document record date, OR by payment date. In addition, the revised report includes input controls, which enable dynamic filtering by Vendor, Fund, Unit, Object/Revenue Source, Fiscal Year and Accounting Period. This revised report includes disbursements paid as revenue refunds. The report excludes payments issued using vendor code MISCCUSTOM as well as payroll transactions and warrant reconciliation transactions.
- **FIN-AZ-AP-N456** - ACH Payment Transmittal Report - This report lists total ACH payments for prior day by ACH types.
- **FIN-AZ-AP-N613** – Payment(s) by Dept and Issue Date – The report shows a list of all warrant/EFT payments by Department and Issue Date. Included fields are warrant/EFT number, vendor information and warrant status, both Paid and Warranted. Input controls allow filtering by Vendor, Fund and Payment Status.
- **FIN-AZ-GL-N648** – Encumbrance by Fund – This report provides summary and detail information for encumbrances. The balances shown correspond to the beginning of the day balance on the BBALS page in AFIS for BSA 3011. Users can reference the Open Encumbrances tab for a quick list of open encumbrances and can apply input controls on this tab to sort by fund, appropriation or program structure elements. Also, on the Doc Detail tab, input control filters are provided for further analysis.

A valuable report in the automated disbursement folder is the **AD Document Exception Report**. This will tell you the reason a disbursement was not processed. This is loaded daily so you will want to refer to the most recent dated report.