ADOA – General Accounting Office

AFIS MANUAL: GENERAL ACCOUNTING
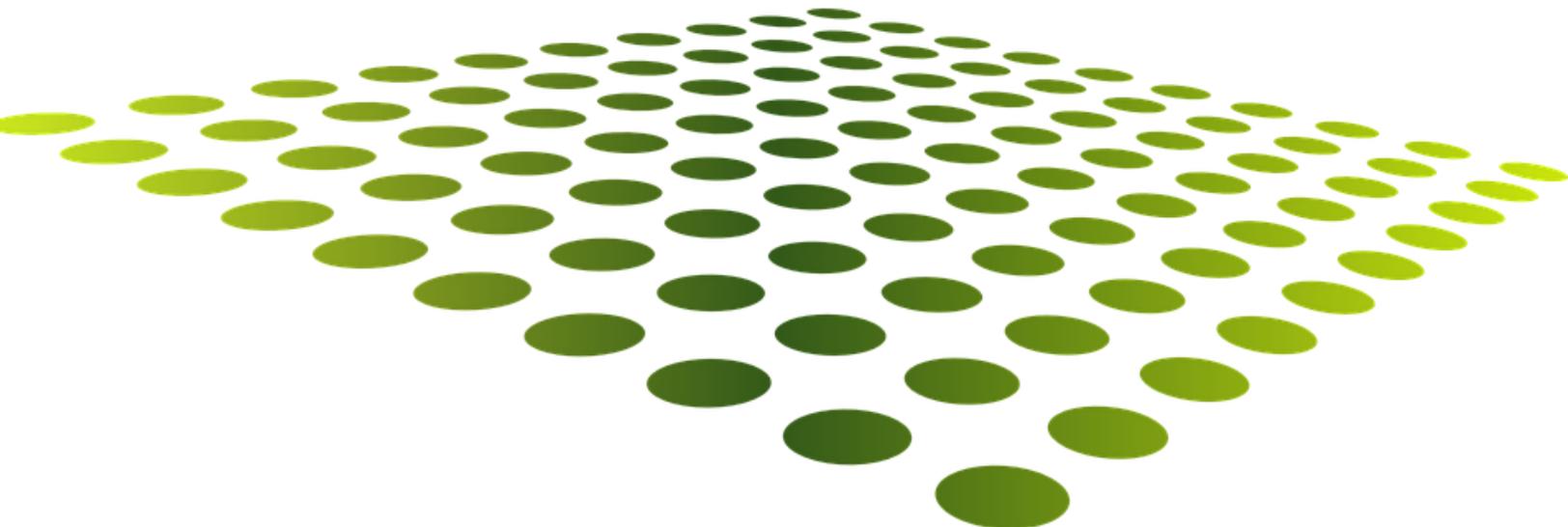
GENERAL ACCOUNTING

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GENERAL ACCOUNTING

The General Accounting course is for users who query the accounting Journal, cash account balances, balance sheet and COA data for agencies. We will focus on the activities required to understand the basics of AFIS, including how transactions are recorded, how to use tools and tables in AFIS to research and reconcile Balance Sheet Accounts (BSA), research revenues/expenditures and track accounting transactions.

Course Objectives

- Utilize the Accounting Journal to find accounting transactions.

- Find (query) a cash balance, balance sheet account balance, and budget balance using AFIS and **drill down** to determine the transactions that make up the balances.

- Review, research and record Internal Purchase Orders (IPO)

- Record internal transfers between and across state agencies by using an Internal Exchange Transaction (IET), Internal Transaction Initiator (ITI) and Internal Transaction Agreement (ITA).

- Research general balance and accounting reports in InfoAdvantage.

General Accounting Basics

Section Objectives

In this lesson, you will:

- Review basic information related to General Accounting

- Research activity in the Accounting Journal

Section Overview

General Accounting focuses on the transactions that are processed in AFIS and the information that is provided within the accounting system concerning those transactions. Transactions are recorded in AFIS by creating, submitting, and approving documents. Once documents are submitted and approved, the tables and query pages in AFIS are updated. Some updates are instant, whereas other transactions are processed overnight in batch runs.

This section of the General Accounting course explains the Fundamentals of accounting, such as identifying balances, transactions and journal entries. Essentially, the Basics section will give you an understanding of the general accounting terms and queries, which are the building blocks for your accounting knowledge and understanding of AFIS.

Things to know before we begin:

Event Types, Posting Codes, Functions, and Accounting Templates

This section will explain AFIS concepts and terminology to provide an understanding of the fundamental concepts of a transaction.

Event Types

Within AFIS documents there are event types. An AFIS event type code triggers a business process. In other words, the event type code tells the system what to do. For example, a common event type used in General Accounting is **INZ1**. When this event type is used, you are telling the system you want to make an expenditure to expenditure internal transfer.

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 request money from another agency and create an interagency transfer document, the system will default to the event type **INZ1**. If you need to change the event type, you can do so 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 that particular document.

Posting Codes

In accounting, for a transaction to balance, 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 area. The event type triggers the posting code, so you do not need to populate the posting code area.

For example, if you are transferring money to another agency, a particular account will be debited and another one credited. The posting code is populated based on the event type.

Accounting Lines

In the simplest sense, accounting refers to the bucket (or buckets) of money from which charges will be paid. The Accounting Lines provide very specific information to AFIS regarding which bucket to access. While entering a transaction, the agency will need to select the various chart of account elements in which the transaction should be recorded. 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 and Function Inference
- Accounting Template

A Function (FUNC) code can be set up in AFIS to autofill particular Chart of Account (COA) elements such as an Appropriation Unit, Task, Fund, etc. Once the Function is created, a Function Inference (FUNCINF)

will need to be setup to infer additional COA elements. The COA elements are inferred upon validation of the document. Keep in mind that a Function uses a **hard inference** meaning that if you select the Function and then change an element that was inferred from the Function Inference table, such as the Appropriation Unit, the Function Inference 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 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
• Is an AFIS Chart of Account Element that automatically completes many fields, reducing errors • *Currently setup for most recurring expenditures* • *Is a budgetary requirement for some transactions* • *Function overrides other AFIS Chart of Account fields*	• Is an AFIS Chart of Account Element that automatically completes many fields, reducing errors • *Automatically completes but does not override other AFIS Chart of Account fields* • *Used for specific purposes which differ between agencies*

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

Create a Function – DEMO

Scenario
Create a Function and Function Inference for your agency.

Login to the **AFIS** Home Page. Create the Function

1. In the **Jump To** field, enter *FUNC*. The functions appear

2. Click **Insert**

3. Enter **Fiscal Year** from — *Training Data*

4. Enter **Department** from — *Training Data*

5. Enter **Function** from — *Training Data*

6. Enter Student (*your student number) in* **Name**

7. Enter Student (your student number) in **Short Name**. Make sure active and budgeting boxes are checked

8. Click **Save**

Create a Function Inference

1. In the **Jump To** field, enter **FUNCINF**. The functions appear

2. Click **Insert**

3. Enter **Fiscal Year** from — *Training Data*

4. Enter **Department** from — *Training Data*

5. Click the pick list in **Function** field

6. Select the **Function** created in the previous steps above

7. Enter **Fund** from — *Training Data*

8. Enter **Appropriation Unit** from — *Training Data*

9. Enter **Unit** from — *Training Data*

10. Enter **Task** from — *Training Data*

11. Click **Save**

Locate data in Function Inference Table – DEMO

Scenario
You want to see what fields are **auto-filled** or populated when a Function is entered.

Login to the **AFIS** Home Page. Search for the Function Inference Table.

1. In the Jump To field, enter **FUNCINF**

2. A search box appears. You can search by Fund, Department or other fields. Enter the Function from — *Training Data.*

   ▪ Remember, you can also use the **picklist** to find the function

3. Click **Select**. The Function Inference information appears

Review the COA data. Every time this Function is entered the COA data displayed will populate.

The Accounting Journal (JACTG)

Accounting journals are electronic records of financial transactions with detailed information within AFIS. The Accounting Journal holds all the accounting transactions for the State of Arizona. It is accessed by using the AFIS page code: JACTG. A few key details that are recorded on the Accounting Journal are:

▪ The debit and credit amounts

▪ The COA elements debited and credited

▪ The date of the transaction

▪ The document code and ID

Additional journals exist in AFIS that are subsets of the Accounting Journal and have certain types of accounting transactions that post to them. These additional Journals, such as the Cash Journal (JCASH) and Budget Journal (JBUD), allow for smaller subsets of accounting data to be used in research and reports.

| AFIS user enters a transaction (pays a bill, records a receivable, etc.) | AFIS posts the accounting information to the Accounting Journal | User accesses the Accounting Journal to view the details of the posting |
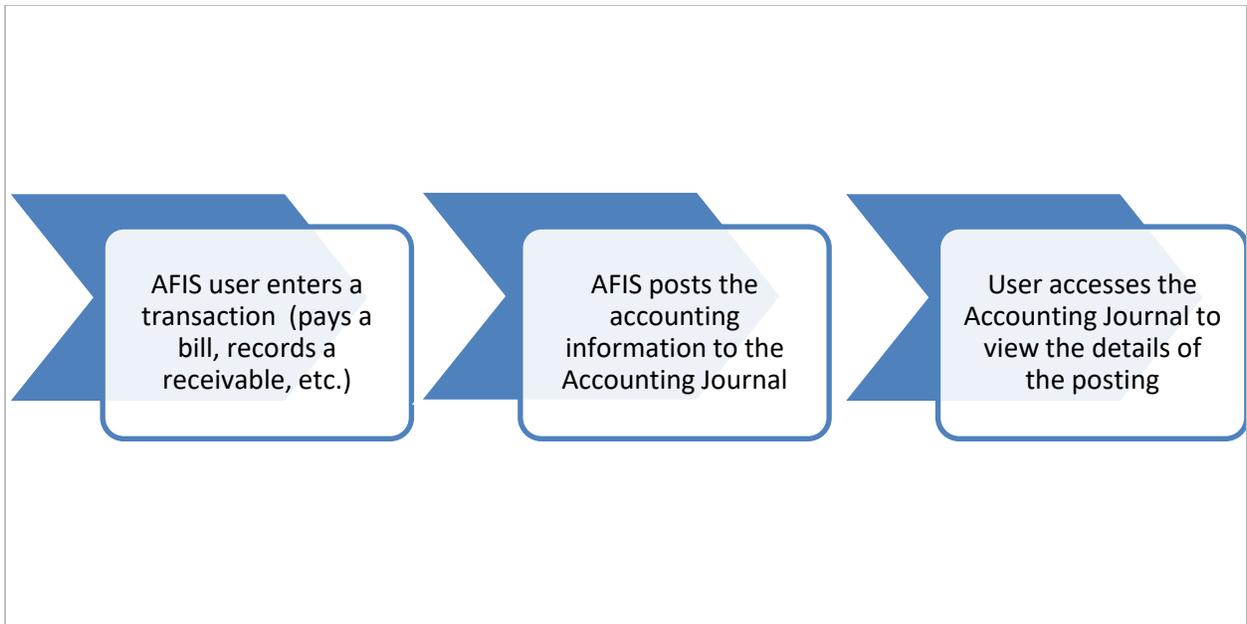
Users have access to the **Accounting Journal** (**JACTG**) to query accounting transactions created in AFIS. The Accounting Journal is likely to be the most frequently used journal in AFIS. The Accounting Journal has a large amount of data; therefore, a search screen will immediately pop up to have you define search criteria to limit the amount of transactions returned. You can query by many different fields including Department, Fund, and Appropriation Unit or posting code. To query the Accounting Journal, enter your search criteria.

Search criteria is entered to narrow down results

Search - Internet Explorer
http://finance.**az.gov**/webapp/FINTRAIN2/advantage/AMSImages/Empty.htm

Run Tm :	Revenue :
Doc Record Date :	BSA :
Fiscal Period :	Activity :
Fiscal Year :	Major Program :
Budget FY :	Program :
Posting Code :	Phase :
Department : 100	Program Period :
Fund : 9000	Doc CD :
Appr Unit : 100000	Doc Dept :
Unit :	Doc ID :
Function :	Vendor Customer :
Object :	

Ok Clear Cancel

The Accounting Journal returns documents based on your search criteria. It can be narrowed by Document Type, Fund, date, etc.

The Accounting Journal will return documents in run time order but you can click on the header to sort differently. If a header is sortable, then it will be underlined. Therefore, on the Accounting Journal you can sort by:

- Run Tm = Run Time
- Doc Pstng Ln = Document Posting Line
- Psting Am = Posting Amount etc.

You can also download the Accounting Journal transactions by clicking the download button, which will download the information to an Excel Spreadsheet. When downloading, there is a limit to the number of records (5,000). When reached, the system will stop downloading any additional records. You will need to either narrow the criteria or run a report from InfoAdvantage.

Find a Transaction in the Accounting Journal – DEMO

Scenario
Your agency wants to find the transactions posted for your Fund in Budget Fiscal Year 2015 for your Department. Download the transactions to an Excel spreadsheet.

Login to the **AFIS** Home Page. Search for the transaction.

1. In the **Jump To** field, enter **JACTG**

2. In the search box enter the Department from — *Training Data*

3. Enter **2015** in **Budget FY** field

4. Click **OK**. The transactions from the Accounting Journal appear

5. Click **next** to scroll through the different pages of the Accounting Journal

Download the transactions

1. Click the **Download** button. A window appears that reads, do you want to open or save **JRNL_ACTG.slxs** from **finance.az.gov**?

2. Click **Open**

3. An Excel spreadsheet opens, displaying the transactions. You can now save this spreadsheet and/or manipulate the data as you need it to display.

General Accounting Queries

Section Objectives

In this lesson, you will:

- Review basic information related to General Accounting

- Research activity in the Cash Balance Query, Balance Sheet Query and Expense Summary Query.

Section Overview

In simple terms, a query is asking the system for information. The AFIS system provides a number of query pages that display current balances for cash, Funds and Balance Sheet Account (BSA) balances. The query pages include a Drill Down (magnifying glass) icon enabling the user to view more details about the amounts displayed on the page.

Cash Balance

The cash balance is the total amount of cash in a Fund or Fund/Sub Fund combination. It is calculated by adding all deposits to the beginning balance and deducting all disbursements or payments made. The net cash balance can be positive, if cash is available or negative if the account has been overdrawn and cash is not available. There are several query pages that can be used to research Cash Balance information: The **Cash Balance Summary Query** (**CBALSQ**), **Cash Balance Detail Query** (**CBALDQ**) and **Cash Journal** (**JCASH**).

Before you query for a cash balance, what exactly do each of these terms mean? Definitions to follow:

Fund	A Fund is an accounting entity established to track money that is collected and disbursed for a specific purpose. A Fund emphasizes accountability rather than profitability. The State of Arizona has many Funds set up to account for everything from highway projects to federal grants.
Cash Balance	The current available cash balance amount.
Pending Increase Non-Cash	This amount represents updates made by **Pending** documents with a non-cash increase posting code. An example might be the buyer portion of an Internal Exchange Document or a Receivable.
Pending Decrease Non-Cash	This amount represents updates made by **Pending** documents with a non-cash decrease posting code. An example might be the seller portion of an Internal Exchange Document or a payment request (GAX).
Pending Increase Cash	This amount represents updates made by **Pending** documents with a cash increase. A receivable is a good example of this.
Pending Decrease Cash	This amount represents updates made by **Pending** documents with a cash decrease. A manual or manual disbursement is an example of this.
Accepted Increase Non-Cash	This amount represents updates made by **Final** documents with a non-cash increase posting code.
Accepted Decrease Non-Cash	This amount represents updates made by **Final** documents with a non-cash decrease posting code.
Adjusted Cash Balance	This amount is a complicated formula but it takes into account everything that is pending or outstanding. Think about your personal checking account, you have a balance then you have checks outstanding (pending) and deposits pending. The adjusted cash balance takes into account all of these items to give you your working or your **adjusted** cash from which you can make future payments.
Cash Balance Minimum	The minimum cash balance is the required balance for the Fund. The default is zero.
Available Cash Balance	The adjusted cash balance minus the cash balance minimum.
	This is the basic information of the Cash Balance Summary query (CBALSQ) but if you want to see more detailed information regarding the balance (at the Fund and Sub Fund level), then select the hyperlink **Cash Balance Detail.**

Cash Balance Summary Query (CBALSQ)

The Cash Balance Summary Query (CBALSQ) page displays current balances and cash tracking totals for a **Fund**. When an accounting transaction updates the Cash Balance Detail, the Cash Balance Detail updates the Cash Balance Summary.

Users can check the box next to the Fund to generate the data and the balances for a particular Fund.

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 1000	GENERAL FUND	($3,129,526,818.48)	($3,129,526,818.48)	($3,129,526,818.48)
1300	GNRL FIXD ASSET	$0.00	$0.00	$0.00
1600	CAPITAL OUTLAY	$32,694,712.58	$32,694,712.58	$32,694,712.58
2088	CORRECTIONS	$10,408,910.25	$10,408,910.25	$10,408,910.25
2140		$0.00	$0.00	$0.00
AA1029	AAA Intercept	$0.00	$0.00	$0.00
AA2549		$0.00	$0.00	$0.00
AA2598		$0.00	$0.00	$0.00
AA2601	CREDIT CARD ADM	$1,085,894.41	$1,085,894.41	$1,085,894.41
AA2602	CREDIT CARD DIS	$283,538.76	$283,538.76	$283,538.76

First Prev Next Last

Search

Fund :	1000
Cash Balance :	($3,129,526,818.48)
Pending Increase Non-Cash :	($20,258.22)
Pending Decrease Non-Cash :	$636,666.11
Pending Increase Cash :	$46,563,754.08
Pending Decrease Cash :	$5,745,864.03
Accepted Increase Non-Cash :	$1,203,569.97
Accepted Decrease Non-Cash :	$28,876,925.58
Adjusted Cash Balance :	($3,129,526,818.48)
Cash Balance Minimum :	$0.00
Available Cash Balance :	($3,129,526,818.48)

The magnifying glass allows you to "drill down" and view the transactions that accounted for that balance

Cash Balance Detail   Cash Balance Summary Maintenance

Cash Balance Summary

	Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance	
✓	1000	GENERAL FUND	$241,886,101.81	$241,886,101.81	$241,886,101.81	

First Prev Next Last

Search

Fund :	1000	
Cash Balance :	$241,886,101.81	🔍
Pending Increase Non-Cash :	$2,980.00	🔍
Pending Decrease Non-Cash :	$1,972.67	🔍
Pending Increase Cash :	$1,890.90	🔍
Pending Decrease Cash :	$555.55	🔍
Accepted Increase Non-Cash :	$70,381,987,311.91	🔍
Accepted Decrease Non-Cash :	$1,487,187.97	🔍
Adjusted Cash Balance :	$241,886,101.81	
Cash Balance Minimum :	$0.00	
Available Cash Balance :	$241,886,101.81	

🖥 Cash Balance Detail   🖥 Cash Balance Summary Maintenance

When you select the hyperlink **Cash Balance Detail,** it will give you another screen which displays Fund and sub-Fund information for the Fund.

Cash Balance Detail

	Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓	1000	1000	$0.00	$0.00	$0.00
	1000	1003	$0.00	$0.00	$0.00
	1000	1004	$0.00	$0.00	$0.00
	1000	BLNK	$241,886,101.81	$241,886,101.81	$241,886,101.81
	1000	DE1000	$0.00	$0.00	$0.00

First Prev Next Last

Search

Fund :	1000	
Sub Fund :	1000	
Cash Balance :	$0.00	🔍
Pending Increase Non-Cash :	$0.00	🔍
Pending Decrease Non-Cash :	$0.00	🔍
Pending Increase Cash :	$0.00	🔍
Pending Decrease Cash :	$0.00	🔍
Accepted Increase Non-Cash :	$0.00	🔍
Accepted Decrease Non-Cash :	$30,094.00	🔍
Adjusted Cash Balance :	$0.00	
Cash Balance Minimum :	$0.00	
Available Cash Balance :	$0.00	

🖥 Cash Balance Detail Maintenance   🖥 Cash Balance Summary

Utilize the links on the bottom of the windows, to navigate quickly to the other queries and information.

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Review the Cash Balance Information – DEMO

Scenario 1.
Your agency wants to see which transactions make up the current cash balance for a **Fund**.

Login to the **AFIS** Home Page. Search for the transaction.

1. In the **Jump To** field, enter **CBALSQ**

2. Click the **Search** hyperlink

3. In the search box enter the **Fund** — *Training Data*

4. Click **OK.** The cash balance information appears

Cash Balance Summary

	Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓	9000		$7,880.96	$20,352.11	$20,352.11

First Prev Next Last

Search

Fund :	9000
Cash Balance :	$7,880.96 🔍
Pending Increase Non-Cash :	$0.00 🔍
Pending Decrease Non-Cash :	$0.00 🔍
Pending Increase Cash :	$0.00 🔍
Pending Decrease Cash :	$0.00 🔍
Accepted Increase Non-Cash :	$12,471.15 🔍
Accepted Decrease Non-Cash :	$126,624.99 🔍
Adjusted Cash Balance :	$20,352.11
Cash Balance Minimum :	$0.00
Available Cash Balance :	$20,352.11

🖥 Cash Balance Detail   🖥 Cash Balance Summary Maintenance

Drill down to see the transactions.

1. Click the **magnifying glass** to the right of the cash balance. The **Accounting Journal** opens with all of the transactions for that Fund.

2. Click the **expand all** button to expand the transactions for the selected amount

3. Scroll through the transactions by clicking **next** or you can download by clicking the **download** button. If you want to further investigate a particular document, then select that document by clicking on the hyperlink and it will take you to the document entry.

4. Click the **back** hyperlink in the top right to go back to the Cash Balance Summary page

Cash Balance Detail Query (CBALDQ)

The Cash Balance Detail Query (CBALDQ) page displays current balances and cash tracking totals for a **Fund** and **Sub Fund** combination. It is similar to the CBALSQ in the data that it queries but the main difference is you can query at the **Sub Fund** level.

The **CBALDQ** search box will allow you to query at the **Fund** level, the **Sub Fund** level or the **Available Cash Balance** level.

Remember in AFIS you can expand or collapse the menu panel

Review the Cash Balance Information – DEMO

Scenario 2.
Your agency wants to see which transactions make up the current cash balance for a **Fund** and **sub Fund**.

Login to the **AFIS** Home Page. Search for the transaction.

1. In the **Jump To** field, enter **CBALSQ**

2. Click the **Search** hyperlink

3. In the search box enter the **Fund** — *Training Data*

4. In the search box enter the **Sub Fund** — *Training Data*

5. Click **OK.** The cash balance information appears

Cash Balance Detail

	Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓	9000	9000	$715.23	$3,965.23	$3,965.23

First Prev Next Last

Search

Fund : 9000
Sub Fund : 9000
Cash Balance : $715.23
Pending Increase Non-Cash : $0.00
Pending Decrease Non-Cash : $0.00
Pending Increase Cash : $0.00
Pending Decrease Cash : $0.00
Accepted Increase Non-Cash : $3,250.00
Accepted Decrease Non-Cash : $0.00
Adjusted Cash Balance : $3,965.23
Cash Balance Minimum : $0.00
Available Cash Balance : $3,965.23

🖃 Cash Balance Detail Maintenance   🖃 Cash Balance Summary

Drill-down to see the transactions.

1. Click the **magnifying glass** to the right of the cash balance. The **Accounting Journal** opens with all of the transactions for that Fund.

2. Click the **expand all** button to expand the transactions for the selected amount

3. Scroll through the transactions by clicking **next** or you can download by clicking the **download** button. If you want to further investigate a particular document, then select that document by clicking on the hyperlink and it will take you to the document entry.

4. Click the **back** hyperlink in the top right to go back to the Cash Balance Summary page

Cash Journal (JCASH)

The Cash Journal (JCASH) is a journal in which all cash receipts and transactions are recorded first. This journal can be used to find a cash transaction and a search of the entire Accounting Journal is not necessary.

The **JCASH** search box will allow you to query at many different levels depending on what data you want to review.

The data returned is based on your selection criteria

The expand all button will allow you to view all data for the selected transaction

Balance Sheet

The balance sheet shows the State's assets, liabilities, and net position.

Assets

Assets included on the balance sheet are resources of the State that remain available to meet future needs. The most significant assets that are reported on the balance sheet are loans receivable, net; property, plant, and equipment (PP&E), net; inventories and related property, net; and cash and other monetary assets.

Liabilities

Liabilities are obligations of the State resulting from prior actions that will require financial resources. The most significant liabilities reported on the balance sheets are state debt securities held by the public and accrued interest, and employee and veteran benefits payable.

As with reported assets, the State's responsibilities, policy commitments, and contingencies are much broader than these reported balance sheet liabilities but this gives you an overview as to what assets and liabilities are.

There are several query pages that can be used to research Balance Sheet Account information:

- ITD (Inception-to-Date)
- Balance Sheet Summary (BBALS)
- ITD Balance Sheet Detail (BBALD)
- Fiscal Year Balance Sheet Detail (BBALFY)

Inception to Date Balance Sheet Summary (BBALS)

The ITD Balance Sheet Summary (**BBALS**) query page displays balance sheet account balances at the **Fund** and **Balance Sheet Account** (BSA) levels independent of fiscal year. This is the highest level of query for balance sheet information. The differences between the balance sheet query tables are very similar to the differences in the cash balance query tables – each provide a different level of detail.

ITD Balance Sheet Summary

	Fund	Name	BSA	Name	BSA Type	Balance	Begin Day Balance
✓	9000	Instructor	0070	Cash Dep Tra	Asset	$7,880.96	$0.00
	9000	Instructor	0072	Cash In Hand	Asset	$0.00	$0.00
	9000	Instructor	0099	Cash Training	Asset	$20,000.00	$0.00
	9000	Instructor	0204	Princ Rec Genl	Asset	$1,500.00	$0.00
	9000	Instructor	0440	Lxry Tax Rec	Asset	$24,001.65	$0.00
	9000	Instructor	0501	Acc Rev	Asset	$12,471.15	$0.00
	9000	Instructor	0933	Lt Invstmnts	Asset	$0.00	$0.00
	9000	Instructor	1011	Pymnts Outstndg	Liability	($262,101.00)	$0.00
	9000	Instructor	1206	Temp	Liability	$0.00	$0.00
	9000	Instructor	1211	Claims Pyble	Liability	($7,625.00)	$0.00

First Prev Next Last

Search

Search enables you to search for different criteria.

Fund : 9000
Instructor
BSA : 0070
Cash Dep Tra
BSA Type : Asset

Debit Amount : $7,880.96
Credit Amount : $0.00
Balance : $7,880.96
Begin Day Balance : $0.00

The magnifying glass icon allows for the researching of an amount. The icons transition you to Accounting Journal (JACTG) page and perform a search for documents that updated the amount

Cash Balance Summary   Fund Balance Summary   ITD Balance Sheet Detail

The hyperlinks at the bottom take a user to different inquiry pages and perform an automatic search with the values of the selected record.

Inception to Data Balance Sheet Detail (BBALD)

The ITD Balance Sheet Detail (**BBALD**) query page displays balance sheet account balances at the **Fund**, **Sub Fund** and **Balance Sheet Account** (BSA) levels independent of fiscal year. The difference between this table and the BBALS table is the **BBALD** provides and allows filtering at the **Sub Fund** level. Other than that difference, the tables are similar.

Just like the **BBALS**, the **BBALD** has the magnifying glass icons to allow for researching amounts. The icons transition a user to the Accounting Journal (**JACTG**) page and perform a search for documents that updated the amount.

The hyperlinks at the bottom take a user to different inquiry pages and perform an automatic search with the values of the selected record.

Review the Balance Sheet Account Information – DEMO

Scenario

Use the ITD Balance Sheet Detail page to determine the current balance for a specific Fund and Sub Fund combination. Then, drill down to view the documents that generated the total.

Login to the **AFIS** Home Page. Search for the transaction.

1. In the **Jump To** field, enter **BBALD**

2. In the search box enter the **Fund** and **Sub Fund** — *Training Data*

3. Click **OK.** The ITD Balance sheet detail page appears

Review the Fund balance detail information.

1. Select the line you want to review by checking it

2. Next to the **Balance** field, click the Drill Down icon (magnifying glass)

3. Review the transaction in the Accounting Journal (JACTG)

Expense Summary Queries

Every State agency operates on a budget for the fiscal year. The budget allows the agency to plan for expenses, post expenses when payments are generated, and then query on the budget to determine the balance as it relates to the activity that has occurred.

Budget Structures in AFIS are broken down into levels. The degree of detail a budget has is determined by the budget structure. Some agencies have many levels to manage at a high degree of detail while

other agencies may have only one level. Your agency determines what budget structure your agency will operate.

- ▪ Budget Structure 90 – Appropriation and Allotments

- ▪ Budget Structure 91 – Department Expense – Bureau

- ▪ Budget Structure 92 – Department Expense – District

- ▪ Budget Structure 93 – Department Expense – Division

- ▪ Budget Structure 95 – Department Expense – Unit

Budget Query (BQ)

Each budget structure in AFIS has a corresponding query page. This query page will allow you to see what has been expensed or spent in relationship to the budget. The query page is initiated by using the code **BQ**, for Budget Query in the **Jump To** field.

The third and fourth digits in the query reference the budget structure and the last three digits reference the level of the budget that you are inquiring upon or querying.

BQ90LV1		
BQ Budget Query	**90** Budget Structure	**LV1** Budget Level

Navigation Links

Each budget inquiry page will have one or more of the following links at the bottom: Modified Budget Line Controls, Allotments, Next Level, Previous Level, Linked Revenues, or Supported Expense Budgets.

Each inquiry option navigates to another page with information that is tied to the selected record in the grid of the budget inquiry.

Expense Summary (ESUM)

Some Budget Structure levels also have Expense Summary (ESUM) query pages. An Expense Budget Summary page allows you to view summaries of Expense Budgets by populating particular COA elements and different combinations in the COA.

Budget Structure 90 has one level, which has a summary page available.

Document Code	Query Page	Summary Page
BGA90	BQ90LV1	ESUM90L1

Budget Structure 91 has four levels, with a summary page; shown below.

Document Code	Query Page	Summary Page
BGE91	BQ91LV1	
	BQ91LV2	ESUM91L2
	BQ91LV3	
	BQ91LV4	

Budget Structure 92 has four levels, with a summary page; shown below.

Document Code	Query Page	Summary Page
BGE92	BQ92LV1	
	BQ92LV2	
	BQ92LV3	
	BQ92LV4	ESUM92L4

Budget Structure 93 - Budget Structure 93 has three levels, with a summary page available for level 3; shown below.

Document Code	Query Page	Summary Page
BGE93	BQ93LV1	
	BQ93LV2	
	BQ93LV3	ESUM93L3

Budget Structure 95 - Budget Structure 95 has seven levels, with summary pages available for levels 2, 3, and 7; shown below.

Document Code	Query Page	Summary Page
BGE95	BQ95LV1	
	BQ95LV2	ESUM95L2
	BQ95LV3	ESUM95L3
	BQ95LV4	
	BQ95LV5	
	BQ95LV6	
	BQ95LV7	ESUM95L7

Budget Query – DEMO

Scenario
View the Current Budget amount using the Expense Summary Budget Query for the Appropriation Budget (Budget Structure 90)

Login to the **AFIS** Home Page. Search for the transaction.

1. In the **Jump To** field, enter **BQ90LV1**

2. In the search box enter the **Department** — *Training Data*

3. Enter **2015** in **Budget FY** field

4. Click **OK**. The appropriation and allotment budgeted line amounts appear

5. **Click** expand all to view the different areas (budget actuals, budgeted amounts, general information)

Drill down to see the adopted budgeted amount.

1. Click the **magnifying glass** to the right of the adopted budget. The detailed transaction listing appears

2. Click on the **hyperlink** under the document identifier column to open the budget document. The appropriation and allotment budget opens. You can view the different areas to see the budgeted amounts.

Other Useful Resources for Query

DISRQ – The Disbursement Request table can be used to find payment documents that have failed to generate payments. If the document is on the table, you can click the hyperlink to look at the information regarding that payment document. If an item is on this table, you can then decide to view the AD Doc Exception Report. This report will give you information as to why the payment did not generate, such as not enough funds available.

PDCHK – The Paid Check table displays the information for Automated Disbursements (AD), Manual Disbursements (MD), and Electronic Funds Transfer (EFT) documents. The common status' found on this table are Cancelled, Stale Dated, or Paid.

CHREC – The Check Reconciliation table displays the information for Automated Disbursements (AD), Manual Disbursements (MD), and Electronic Funds Transfers (EFT) documents that are still outstanding.

The Document Catalog – You can find various documents by searching the document catalog. Users can search for certain types of documents for their agency, search for documents with a specific status, such as rejected or draft status, or search for documents by a particular user or date. Users can also use a wildcard (*asterisk) to find documents where the user doesn't know the exact document code and/or document ID with a specific status. For example: search F* and select Held status to search all types of fixed asset documents that are in held status.

Decentralized

Section Objectives

In this lesson, you will:

- Identify available decentralized COA elements in AFIS

- Create decentralized COA codes

Section Overview

The COA is a key component of AFIS and is comprised of a set of reference tables used to validate codes entered on AFIS transactions. The COA has two functions:

- Provides a centralized uniform set of codes to recognize expense, revenue, and balance sheet transactions across the State

- Provides decentralized codes for agencies to meet their own business tracking, reporting and budgeting needs

This lesson will identify decentralized COA codes that are available for Department use and review the process of adding decentralized COA codes.

Decentralized COA Codes

Decentralized COA elements are maintained at a Department level. They are called decentralized because decisions are made at the agency level versus the state level which is considered **centralized.** Department level managers with the appropriate security have the ability to add new elements, modify existing elements, and delete existing elements within their Departments. Departments have the ability to maintain their COA requirements on the Fund Department Requirements (FDREQ) table for Spending, Revenue and General type documents. The FDREQ table shows what COA elements are required or optional funds as set forth by the agency. The available decentralized COA elements are: Department Object, Department Revenue Source, Location, Activity, Function, Unit, and Task.

Fund Department Requirements

	Fiscal Year	Department	Fund	Accounting Classification
	2021	TOA	1000	General
✓	2021	TOA	1000	Spending
	2021	TOA	1000	Revenue
	2021	TOA	TO2236	General
	2021	TOA	TO2236	Spending
	2021	TOA	TO2236	Revenue
	2021	TOA	TO2975	General
	2021	TOA	TO2975	Spending
	2021	TOA	TO2975	Revenue

First Prev Next Last

Save Undo Delete Insert Copy Paste   Search

*Fiscal Year : 2021
*Department : TOA
OFFICE OF TOURISM
*Fund : 1000
GENERAL FUND
*Accounting Classification : Spending ▼
Sub Fund : Optional ▼
Unit : Optional ▼
Sub Unit : Optional ▼
Appropriation Unit : Optional ▼
Department Object : Optional ▼
Department Revenue : Optional ▼
Location : Optional ▼
Sub Location : Optional ▼
Activity : Optional ▼
Sub Activity : Optional ▼
Function : Required ▼
Sub Function : Optional ▼
Reporting : Optional ▼
Sub Reporting : Optional ▼
Task : Optional ▼
Sub Task : Optional ▼
Task Order : Optional ▼
Program : Optional ▼
Phase : Optional ▼
Program Period : Optional ▼
Debt ID : Optional ▼

Department Object

A Department Object is a way to track an expense at the Department level. Department Objects appear in the expense budget and on spending transactions.

The Department Object (DOBJ) table allows users to establish valid Department Object Codes and associated information related to the Object Code, but at a more detailed level, specific to a Department. This table allows users to add, delete, and maintain the Department Object Codes used by the Department. Each code must be unique within a fiscal year and Department.

Department Revenue Source

The Department Revenue Source code is generally used to track the types of revenue received by the State. Some common types of revenue collected are tax revenue and licensing revenue. Department Revenue Source appears in the revenue budget and on revenue recognition transactions.

Just like AFIS utilizes Object Codes to track expenses, revenues are tracked in AFIS by using a Revenue Source code (**RSRC**). The Department Revenue Source (**DRSRC**) table allows users to establish valid Department Revenue Source codes and associated information related to the Revenue Source code, but at a more detailed level, specific to a Department.

This table allows users to add, delete, and maintain the Department Revenue Source codes used by the Department. Each Department Revenue Source code must be unique within a fiscal year and Department.

The Department Object Revenue Source table allows you to search by Fiscal Year, Department, Department Object, or Name. The resulting table displays the revenue source data and information.

Location Table

A fixed asset generally refers to a long-term and tangible asset. They are assets that are used for the state that are typically classified as property, plant and equipment. The State of Arizona has a number of fixed assets such as vehicles, furniture, fixtures and office equipment. AFIS helps us manage the Location of the fixed assets so we know where each of our assets is stored and what agency is responsible for the fixed asset. The Location (**LOC**) table in AFIS allows you to define the location and associated information related to the location.

This table allows users to add, delete, and maintain the Location codes used by the department. Each Location code must be unique within a fiscal year and department.

For example, you see that a security vehicle is located in location 3000. You can go to the location table and see that location 3000 is 2200 E Hillsdale Rd.

The Location table allows the user to search by department, location, or name. The results show the location name for a particular code.

Activity Table

The Activity (**ACTV**) table allows users to define valid Activities. An Activity is an internal tracking code defined for budgeting and/or reporting purposes. Each Department within AFIS can define a separate set of Activity codes; and while they must be unique within a Department, they do not need to be unique across all Departments.

The Activity table allows the user to search by fiscal year, department, or activity. The results show the name of the activity as well as other information, such as whether it is active and if it is used for budgeting.

Task

The Task (**TASK**) table allows users to define valid tasks in the AFIS system. A Task is a code that is required for budgeting and reporting purposes.

Sub Task

The Sub Task (**STASK**) table allows users to define valid sub tasks in the AFIS system. A Sub Task is an internal code that may be optional for budgeting and reporting purposes.

Add Decentralized COA Codes – DEMO

Scenario

Your agency is realigning their COA and has asked you to add a new department object and activity code.

Login to the **AFIS** Home Page. Create a Department Object Code.

1. In the **Jump to** field, enter **DOBJ**

2. Click **Go**

3. Click **Insert**

4. In the new Department Object, in the **Fiscal Year** field, enter **the current fiscal year**

5. In the **Department** field, enter — *Training Data*

6. In the **Dept Object** field, enter — *Training Data*

7. In the **Name** field, enter — *Training Data*

8. In the **Short Name** field, enter — *Training Data*

9. Click **Save**

Create an Activity code.

1. In the **Jump to** field, enter **ACTV**

2. Click **Insert**

3. In the new Activity, in the Fiscal Year field, enter **the current fiscal year**

4. In the Department field, enter – *Training data*

5. In the Activity field, enter **ACT123**

6. In the Name field, enter – *Training data*

7. In the Short Name field, enter – *Training data*

There are several kinds of documents that you will find referenced in the various tables. You will see encumbrance documents, payment documents, transfer documents, and deposit documents, which are provided in the Quick Reference Guide (QRG) table on the GAO Website at https://gao.az.gov/training/training-resources.

Internal Purchase Orders

Section Objectives

In this lesson, you will:

- Examine the Internal Purchase Order document
- Create an Internal Purchase Order document
- Research the updates made by the Internal Purchase Order document
- Cancel an Internal Purchase Order document

Section Overview

In AFIS, accounting transactions can take place between Departments and within Departments. When a transaction takes place **between** Departments, it is called an Inter-Agency transaction. When a transaction takes place **within** a Department, it is called an Intra-Agency transaction.

When recording an Inter-Agency transaction, one Department is the buyer and another Department is the seller. If the transaction involves **appropriated funds** and is for an **amount greater than or equal to $5,000**, the transaction may require the submission and approval of an Internal Purchase Order (**IPO**) document, which is used to establish an encumbrance for the buyer Department's appropriations. Check with your division to see if they require an IPO for transactions under $5000. There may be exceptions to this rule. Eligibility payments and required payments that are **not discretionary** (social services and eligibility) are exempt from this rule. Regular accounts payable for everyday goods and services that are **discretionary** have to follow the rule. Refer to the State of Arizona Accounting Manual (SAAM): topic 45, section 15.

An Internal Purchase Order (**IPO**) document is used to establish an encumbrance for the buyer Department's appropriation. A request is received by the Department for the creation of an encumbrance, which may be for an internal service, for an accounting transfer agreement, or to comply with legislative requirements. The request may be related to an internal service agreement or some other type of agreement with another Department that impacts appropriated Funds requiring an encumbrance. The Department creates an IPO that encumbers monies and the COA information is entered on the IPO document.

An agency may use an IPO to encumber funds for a transfer to another agency. For example, if an agency is going to spend $10,000 in printing services provided by another agency this quarter, an IPO document to encumber these funds is required.

Internal Purchase Order (IPO) Document

Review an Internal Purchase Order (IPO) Document – DEMO

Scenario 1.
Review the Internal Purchase Order to learn the different components. We will be completing the next four scenarios staying in our AFIS training environment simultaneously.

Login to the **AFIS** Home Page.

In the **Jump To** field, enter **IPO**

1. In the **Dept.** field enter your dept. code

2. Click the triangle to open the **document state** area

3. Select **Final** phase

4. Select **Submitted** status

5. Click **Browse**. The IPO's in final submitted status for the Department entered are listed below

6. **Click** the hyperlink for the $800 IPO

Review the components of the IPO with the facilitator.

The Internal Purchase Order document has four components that contain the information for the processing of the encumbrance transaction: The Header, Vendor, Accounting and Posting components.

Header

The Header component stores values that apply to all components of the IPO document. In the Header component of the Internal Purchase Order, users can enter a date or allow this field to default based on the current system date when the document is submitted.

- **Record Date** – Enter a date or allow the system to default during document submission

- **Budget FY** – Enter a year or allow the system to default based on the Record Date

- **Fiscal Year** – Enter a year or allow the system to default based on the Record Date

- **Period** – Enter a valid value or allow the system to default based on the Record Date

The General Information tab contains descriptive fields and date information common to most document headers. The Header contains fields for Document Name and Description and displays amounts for the entire document.

Vendor

The Vendor component is not used on the Internal Purchase Order. Users must insert a line in the Vendor component because the Vendor line contains the accounting lines below it. However, after

inserting a line on the Vendor component, all fields are left blank and the user continues data entry on the accounting lines.

Accounting

The Accounting component is the where the majority of the data entry takes place. Users must first insert a line and then complete the required fields on the General Information and Fund Accounting tabs.

Accounting General Information

The required fields on the General Information tab are:

- **Event Type** – Enter an appropriate Event Type or select one from the pick list

- **Line Amount** – Enter an amount for the current line

The other fields on the General Information tab are optional, and include description and date information. This tab is also where the user can select an Accounting Template which will infer COA elements on the Fund Accounting and/or Detail Accounting tabs.
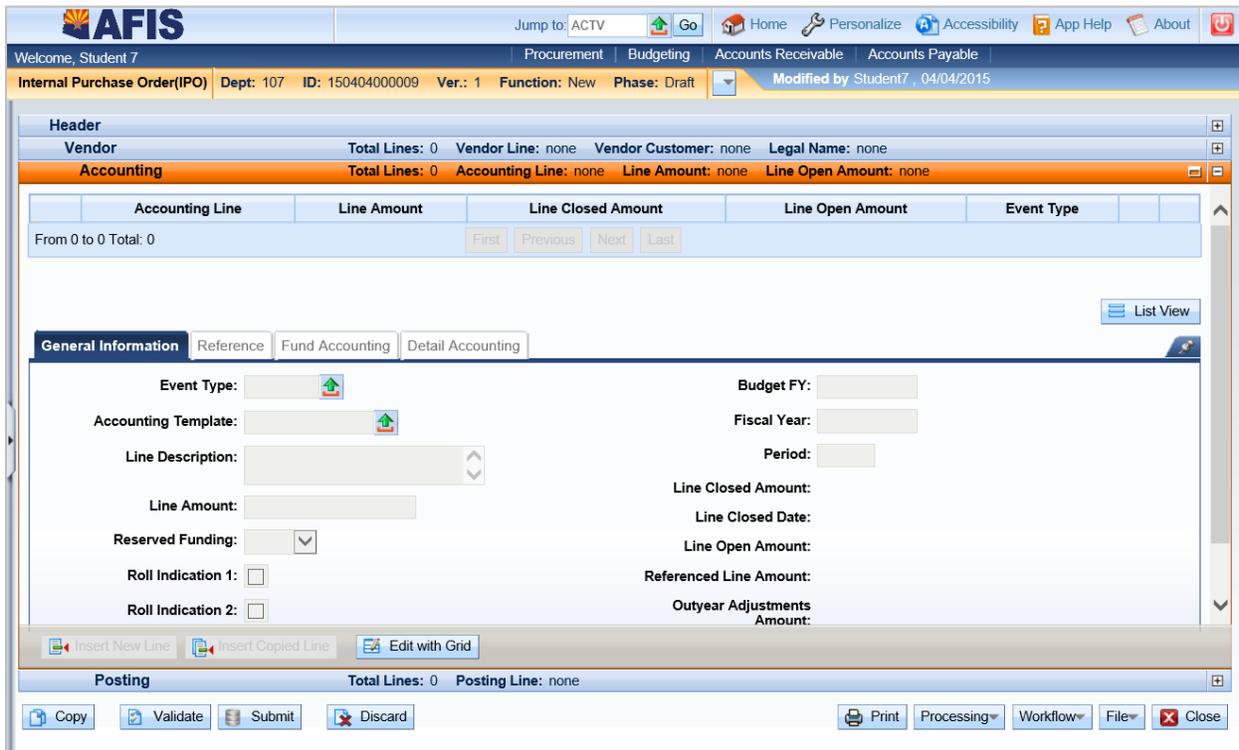
Accounting – Fund Accounting

The required fields on the Fund Accounting tab are:

- **Fund** – Enter the Fund code

- **Department** – Enter the Department code

- **Unit** – Enter the Department Unit

- **Appr Unit** – Enter the Appropriation Unit code

- **Object** – Enter the Object Code

- **Task** – Enter the Task

The other fields on the Fund Accounting tab are optional but may be used to further identify the COA elements on the transaction.

Accounting – Detail Accounting

All of the fields on the Detail Accounting tab are optional; however, the Function field can be used to infer the necessary COA elements.

Posting

The Posting component shows the accounting impact of the document. When you need to check the impact of the transactions before submitting it, the posting lines are what you need to look at. They show values entered in the other components such as the COA elements, as well as many values that were not entered in the other components. No data can be entered into this component; posting lines are generated from the rest of the document data. Click the **eye icon** to expand the posting details.

The Posting component will only show the posting lines for one Accounting Line at a time. To see the Posting Lines for a different Accounting Line, click on the Accounting component, select another Accounting Line, and then click the Posting component.

Internal Purchase Order

An internal transaction may or may not include an encumbrance for the buyer Department. When an encumbrance is required, it is the buyer Department (sending the payment) that creates the Internal Purchase Order (IPO) document. Internal Purchase Order documents are created by navigating to the Document Catalog and creating a new document. When submitted and approved by the Department level approver, the document updates the Accounting Journal (**JACTG**).

Create an Internal Purchase Order (IPO) Document – DEMO

Scenario 2.
You have received a request to create an Internal Purchase Order (**IPO**) to record an internal encumbrance on Funds.

Login to the **AFIS** Home Page. Create a new Internal Purchase Order document.

1. In the Secondary Navigation Panel, click **Search**

2. Click **Document Catalog**

3. Click the **Create** link

4. In the **Document Code** field, enter **IPO**

5. In the **Dept**. field, enter — *Training Data*

6. Check the box for **Auto Numbering**

    ▪ **Auto numbering vs ID**: Agencies may use their own naming conventions. If not, auto numbering will create the numbering for them to track.

7. Click **Create**. The new IPO document opens to the Header component

NOTE: You can use the left navigation panel to select the components or the tabs on the bottom of the window. It is user preference.

- When you entered IPO in the previous step, it should appear on the top of this window as 'Internal Purchase Order (**IPO**)', if it does not, the wrong code was entered. See the outlined image below:

Complete the **Header** component of the document.

1. In the Header component, on the General Information tab, in the Document Name field, enter Internal Purchase Order

2. In the Document Description field, enter Record an internal encumbrance on Funds. At a minimum, you will want to enter the document name and document description.

Navigate to and complete the **Vendor** component of the document.

1. On the left side of the screen, click the Open Document Navigator arrow

2. In the Document Navigator Panel, click Vendor

3. In the Vendor component, click the Insert New Line button (note: do not enter any Vendor Information). You must insert a line in the Vendor component because the Vendor line contains the Accounting lines below it. However, after inserting a line in the Vendor component, all fields are left blank.

Navigate to and complete the **Accounting** component of the document.

1. Click on the **General Information tab**

2. In the Document Navigator Panel, click **Accounting**

3. In the Accounting component, click the **Insert New Line** button

4. On the **General Information** tab, in the Event Type field, enter **PR06**

5. In the Line Amount field, enter **$6000.00 (needs to be over $5000.00) – If it's under $5000.00, some divisions will say do an internal purchase order.**

Click the **Fund Accounting** tab. At a minimum, enter the following information on the Detail Accounting tab: Fund, Department, Unit, Appropriation Unit, Object, Task.

1. In the **Department** field, enter – *Training Data*

2. In the **Object** field, enter **7599**

Click the **Detail Accounting** tab.

1. In the **Task** field, enter – *Training data*

In the **Funtion Field** enter – Training Data

NOTE: The following fields will auto-populate using the Function:

- *Fund field*
- *Unit field*
- *Appr Unit*

2. Check the IPO document for errors and **Submit** it

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

4. Click the **Submit** button 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**

5. Record the **Document ID** of this document. #_____

6. Click **Close** to return to the Document Catalog

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

NOTE: Can there be a 5 to 10 % leeway as it does in APP, if the invoice comes in different amounts? No, AFIS will not allow the difference.

Research Updates made by the Internal Purchase Orders

The Internal Purchase Order (**IPO**) document updates the Accounting Journal (**JACTG**) along with other journal and budget tables. Journals record all accounting transactions that are posted within AFIS. The Accounting Journal is the primary record of all accounting transactions within AFIS. Additional journals exist as subsets of the Accounting Journal and have certain types of accounting transactions that post to them.

Accounting Journal (JACTG)

The Accounting Journal (**JACTG**) is used to query accounting transactions created in AFIS. There are thousands of records in the JACTG table. The search criteria is used to limit the record lines returned. Records returned from a search can be added together using the Calculate Total link to provide the total for all of the Posting Amounts for all documents returned by the search filters.

Research updates made by the Internal Purchase Order – DEMO

Scenario 3.
You want to verify that the Internal Purchase Order exists by searching the Accounting Journal.

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

1.   In the Jump to field, enter **JACTG**

2.   Click **Go**

Search for the Internal Purchase Order document.

1.   In the **Department** field, enter – *Training data*

2.   In the **Doc ID** field, *enter the data from the previous activity*. You can also search by other fields such as Fund or Appropriation Unit.

3.   In the Doc CD field, enter **IPO**. This is not required but if you know the code you can narrow down the search.

4. Click **Ok**

Observe the document information in the Accounting Journal.

1. Select the line for the **IPO document** in the grid

2. Observe the sections displayed in the scalar

3. Click the **Document link** in the grid. The IPO document opens

4. Explore the document in read-only mode

Close out and return to the **Home Page**.

1. Click **Close** in the IPO document screen

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

Modify/Cancel an Internal Purchase Order

When an Internal Purchase Order (**IPO**) document contains errors, it must be modified or cancelled (whether a modification or cancellation is used depends on the document phase). If the document is in Draft phase, pending submission, it can be modified by editing the document or removed from AFIS by discarding the document. If the document is in Final phase, certain fields can be modified by editing the Final document or it can be cancelled by discarding the Final document. When modifying or discarding a document in Final phase, a Modification or Cancellation version of the document is created in Draft phase and must be submitted and approved to process the change or reverse the original document.

Cancel an Internal Purchase Order – DEMO

Scenario 4.
You have received a request to cancel an Internal Purchase Order document that was created in error.

Login to the **AFIS** Home Page. Search for the Internal Purchase Order document.

1. In the Secondary Navigation Panel, click **Search**

2. Click **Document Catalog**

3. In the **Code** field, enter **IPO**

4. In the **Dept**. field, enter – *Training data*

5. In the **ID** field, enter the **Document ID**

6. Click **Search**

7. In the grid, click the **ID link** for the IPO document. The document opens

Create a cancellation version of the Internal Purchase Order document.

1. In the document, click the **Discard button**

    ▪ A pop-up window is displayed asking if you are sure, click **Ok**
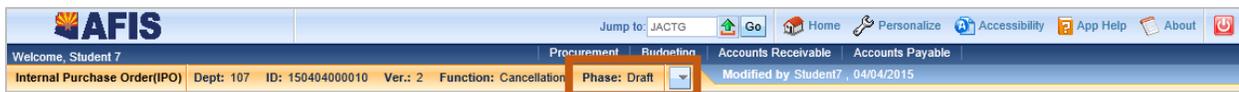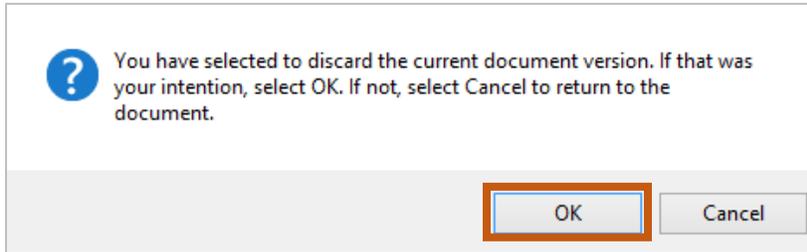
The new Cancellation version of the document is created in Draft phase.

1. Click **Validate**

2. If the document validates successfully, click **Submit**

Close out and return to the **Home Page**.

3. Click **Close** in the IPO document screen

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

Internal Exchange Transaction (IET)

Section Objectives

In this lesson, you will:

- Examine the Internal Exchange Transaction document

- Create an Internal Exchange Transaction document

Section Overview

The Internal Exchange Transaction (IET) document can be used to record intra-agency Fund transfers in a single document. The expectation is that the COA information for both parties is known by the creator of the IET document. An IET document can reference and either partially or fully liquidate an Internal Purchase Order (IPO) document.

Internal Exchange Transaction (IET) Overview

Documents in AFIS contain various components, sometimes referred to as **sections**. Internal Exchange Transaction (IET) documents contain four components. As a rule of thumb, it's a good idea for the agency that is requesting/receiving the Funds to be the Initiator. Think of it like this, you want the money, then you need to do the work.

Review an Internal Exchange Transaction (IET) Document – DEMO
Scenario 1. Review the Internal Exchange Transaction Document to learn the different components.

Login to the **AFIS** Home Page. Review the Internal Purchase Order.

1. In the **Jump To** field, enter **IET**

2. In the **Dept.** field, enter — *Training Data*

3. Click the triangle to open the **document state** area

4. Select **Final** phase

5. Select **Submitted** status

6. Click **Browse**. The IETs in final submitted status for the Department entered are listed below

7. Click the hyperlink for the $500 IET

Review the components of the **IET**.

The Internal Exchange Transaction document has four components that contain the information for the processing of the exchange transaction: The Header, Exchange Details, 2nd Party Accounting and Posting component.

Header

The Header component stores values that can apply to all components of the IET document. In the Header component, users can enter a date or allow this field to default based on the current system date when the document is submitted.

- **Record Date** – Enter a date or allow the system to default during document submission

- **Budget FY** – Enter a budget fiscal year or allow the system to default based on the Record Date

- **Fiscal Year** – Enter a fiscal year or allow the system to default based on the Record Date

- **Period** – Enter an accounting period or allow the system to default based on the Record Date

- **Initiator** - Select **Provider/Seller** if the 1st Party is receiving cash. Select **Receiver/Buyer** if the 1st Party is sending cash.

Exchange Details

The Exchange Details section has six tabs: General Information, 2nd Party Information, 1st Party Reference, 1st Party Fund Accounting, 1st Party Detail Accounting, 1st Party Service Dates.

General Information	2nd Party Information	1st Party Reference	1st Party Fund Accounting	1st Party Detail Accounting	1st Party Service Dates

Event Type:	IN04			Budget FY:	
Accounting Template:				Fiscal Year:	
Line Amount:	$500.00			Period:	
Calculated Amount:	$0.00			Bank:	BK01
Accounting Profile:					

Exchange Details – General Information

The required fields on the General Information tab are:

- **Event Type** – Enter an appropriate Event Type or select one from the pick list

- **Line Amount** – Enter an amount for the current line

Exchange Details – 1st Party Fund Accounting

The required fields on the 1st Party Fund Accounting tab are:

1. **Fund**

2. **Department**

3. **Unit**

4. **Appropriation Unit**

5. **Object or Revenue (if applicable)**

Exchange Details – 1st Party Detail Accounting

If a Function was entered on the 1st Party Detail Accounting tab, it may have inferred the Task. The Task is a required field and will need to be entered if it was not inferred.

2nd Party Accounting

The 2nd Party Accounting component contains information that pertains to the 2nd Party in the transaction. Users must first insert a line and then complete the required fields on the General Information and Fund Accounting tabs.

2nd Party Accounting – General Information

The required fields on the General Information tab are:

1. **Event Type** – Enter an appropriate Event Type or select one from the pick list

2. **Line Amount** – Enter an amount for the current line

The other fields on the General Information tab are optional. This tab is also where the user can select an Accounting Template, which will infer COA elements on the Fund Accounting and/or Detail Accounting tabs.

2nd Party Accounting – Fund Accounting

The required fields on the Fund Accounting tab are:

1. **Fund** – Fund code

2. **Department** – Department code

3. **Unit** – Unit code

4. **Appr Unit** – Appropriation Unit

5. **Object or Revenue**– This field is conditionally required based on the Initiator or Event Type entered

The other fields on the Fund Accounting tab are optional but may be used to further identify the COA elements on the transaction.

2nd Party Accounting – Detail Accounting

Task is the only required field on the Detail Accounting tab; however, the Function field can be used to infer the Task or additional COA elements.

Posting

The information entered in the above sections is summarized on the Posting component. No entry is allowed but a final review by the user can be completed. Reviewing the posting lines is always a good idea to be sure that the transaction is posting the way you are intending it to. If it is not posting the way you intended, you can make changes on the accounting lines, then check the posting lines again before submitting the document.

Create an Internal Exchange Transaction (IET) Document – DEMO

Scenario 2.

You have received a request to create an Internal Exchange Transaction (IET) Document to record an internal transfer of funds.

Login to the **AFIS** Home Page. Create a new Internal Exchange Transaction document.

1. In the **Jump to** field, enter **IET**

2. In the **Dept**. field, enter — *Training Data*

3. Check the box for **Auto Numbering**

4. Click **Create**. The new IET document opens to the Header component

Complete the **Header** component of the document.

1. In the Header component, on the General Information tab, in the Document Name field, enter **Internal Exchange Transaction**

2. In the **Document Description** field, enter **Record an internal transfer of Funds**

3. In the Initiator field, select **Provider/Seller (defaults to Provider/Seller)**

Navigate to the **Exchange Details** component.

1. On the left side of the screen, click the **Open Document Navigator** arrow

2. In the Document Navigator Panel, click **Exchange Details**

Complete the **Exchange Details** component of the document.

1. In the Exchange Details component, click the **Insert New Line** button (if the field is shaded gray)

2. On the **General Information** tab, in the **Event Type** field, enter **IN04**

3. In the **Line Amount** field, enter $**500**

4. Click the **1st Party Fund Accounting** tab

5. In the **Fund** field, enter **AD4204**

6. In the **Department** field, enter **ADA**

7. In the **Unit** field, enter **270**

8. In the **Appr Unit** field, enter **AD43001**

9. In the **Revenue** field, enter **4346**

10. Click the **1st Party Detail Accounting** tab

11. In the **Task** field, enter **800000**

12. In the **Sub Task** field, enter **850000**

Navigate to and complete the **2nd Party Accounting** component of the document.

1. In the Document Navigator Panel, click **2nd Party Accounting**

2. In the **Accounting** component, click the **Insert New Line** button

3. In the **Line Amount** field, enter $**500**

4. Click the **Fund Accounting** tab

5. In the **Department** field, enter – *Training Data*

6. In the **Object** field, enter **6251**

7. Click the **Detail Accounting** Tab

8. In the **Function** field, enter – *Training Data*
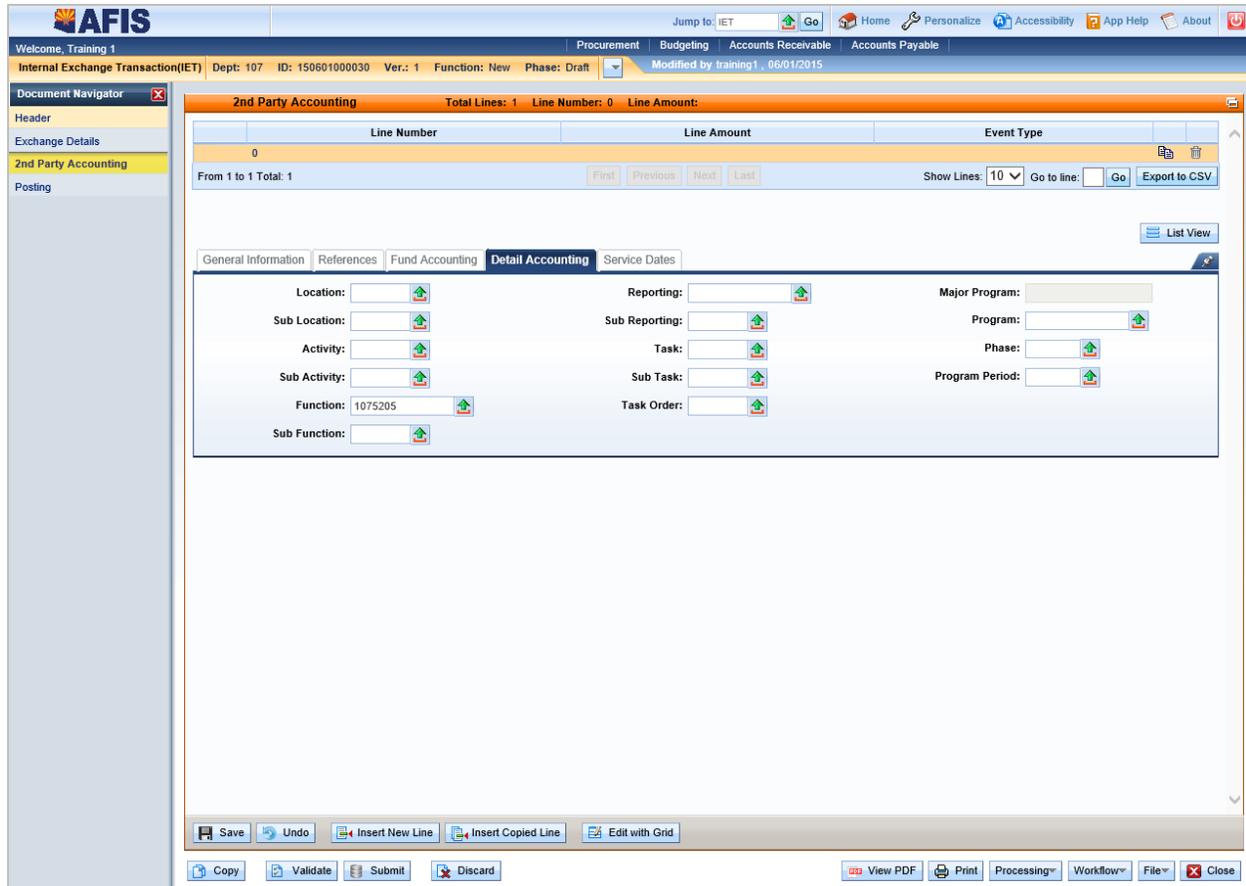
Check the IET document for errors and submit it.

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

10. Click the **Submit** button 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**

11. Click **Close** to return to the Document Catalog

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

Inter-Agency Transfer

Section Objectives

In this lesson, you will:

- Examine the Inter-Agency Transfer documents
- Create an Internal Transaction Initiator document
- Create an Internal Transaction Agreement document
- Cancel an Inter-Agency Transfer document

Section Overview

A transfer of funds between agencies, when the buyer and seller sides are to be processed by separate parties, can begin with or without the creation of an encumbrance document. If an encumbrance is not needed, the process begins with the creation of an Internal Transaction Initiator (ITI) document, which is then copied forward to an Internal Transaction Agreement (ITA) document.

If an Internal Purchase Order (IPO) has been created, it can be used as a reference document for an Inter-Agency Transfer. The IPO can be entered on either the ITI or ITA document. It is recommended the buyer is the ITA agency and the Initiator field is marked as **Receiver/Buyer** on the General Information tab on the Header of the ITA document.

This process uses a two-document method that involves the first Department (Party 1) creating an Internal Transaction Initiator (ITI) document (that may reference the IPO, if applicable), followed by the creation of an Internal Transaction Agreement (ITA) document that allows the second Department (Party 2) to view and accept the amount billed/paid, enter their COA elements, and amount being transferred.

There are many times when one agency provides services to another agency and needs to collect funds for payment. Typically, the agency that is requesting the funds provides or performs the goods or services. The easiest way to remember this rule is if you do the ITI (the work), you are responsible for requesting your payment.

Note: Event Type for ITI and ITA must be the same.

Example: GAO (General Accounting Office) processing an ITI to send funds to DPS (Department of Public Safety) for fingerprint payments.

ITI - The agency initiating the transfer

The agency requesting the transfer completes the ITI. The default Initiator is Receiver/Buyer*	GAO is sending cash. The Initiator should be Receiver/Buyer	GAO submits ITI document.

⬇

Approver

An approver receives the ITI in the queue.	Approver uses Copy/Forward to copy the ITI to an ITA to PSA agency	Approver saves or validates but is unable to submit. It is saved in draft mode.

⬇

ITA Agency

PSA opens the ITA in draft mode	PSA completes the 2nd party Account component. Event type must match ITI	PSA validates and submits the ITA

⬇

Approver

Document handled through workflow and pending Department Approver (Finance)	Transfer of Funds does not occur until ITI and ITA are in final status

Initiator Box

Provider/Seller	•System Default •Used when agency is providing a service •Used when agency is requesting funds
Receiver/Buyer	•Must select, not a system default •Selected when agency is receiving service •Selected when agency is sending funds

If the agency providing services and receiving cash is creating the ITI, then the **Initiator** is the **Provider/Seller.**

Initiator is **Receiver/Buyer** if the first party is sending the funds or receiving the services.

Internal Transaction Initiator Header

The Header component of the ITI document contains information that applies to the entire document. The General Information tab is the only tab that requires user input. The General Information tab has fields for recording description and date information, as well as selecting the Initiator of the two document transaction method. The date fields, Record Date, Budget FY, Fiscal Year, and Period can either be entered by the user or allowed to default to the current time periods if left blank.

Internal Transaction Initiator Vendor

The Vendor component of the ITI document will not be used and requires no data entry by the user.

Internal Transaction Initiator Accounting

The Accounting component contains tabs for collecting the COA information for the document initiator. In this component, the General Information, Reference, Fund Accounting, and Detail Accounting tabs are available. An Accounting Template or Function can be used on the Accounting component to infer the COA elements on the Fund Accounting and Detail Accounting tabs. An Event Type must also be selected on the Accounting component.

Review an Internal Transaction Initiator Document – DEMO

Scenario 1.
Review the Internal Transaction Initiator document to learn the different components. We will stay in the AFIS training environment for the next 4 scenarios.

Login to the **AFIS** Home Page. Review the Internal Transaction Initiator document.

1. In the **Jump To** field, enter *ITI*

2. In the **Dept.** field, enter the Department *100*

3. Select the hyperlink for Document number **141007000022** to open the ITI

Create an Internal Transaction Initiator Document – DEMO

Scenario 2.
Review the Internal Transaction Initiator document to learn the different components.

Login to the **AFIS** Home Page. Create a new Internal Transaction Initiator document.

1. In the **Jump To** enter **ITI**

2. In the **Dept.** field, enter – *Training Data*

3. Check the box for **Auto Numbering**

4. Click **Create**. The new ITI document opens to the Header component

Complete the **Header** component of the ITI document.

1. On the **General Information** tab, in the **Initiator** field, select **Provider/Seller**

2. In the **Document Description**, type **motor pool services**

Complete the **Accounting** component of the document.

1. Click the **Accounting** component at the bottom of the screen

2. In the **General Information** tab, in the **Event Type** field, enter *INZ3*

3. In the **Line Amount** field, enter *500*

4. Click the **Fund Accounting** tab

5. In the **Department** field, enter *ADA*

6. In the **Revenue** field, enter *4346*

7. Click the **Detail Accounting** tab

8. In the **Function** field, enter *Motor12345*

Check the ITI document for errors and submit it.

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

2. Write down the Document ID #_____

3. Click **Submit**

4. Click **Close** to return to the Document Catalog

5. Click **Home** to return to the Home Page

NOTE: In the live AFIS environment, the document will be routed through workflow and will show as pending until the appropriate person approves the request. Once the request is approved, they will copy forward to an ITA document to the sending agency.

Approve the ITI and Copy Forward to an ITA – DEMO

Scenario 3.

You are now the approver for the ITI that you created earlier. In the live AFIS environment, the approver may not be you, but we are playing that role in class so you can also see how an ITA is processed.

Login to the **AFIS** Home Page. Search for and open the Final ITI document.

1. In the **Jump To** box, enter **ITI**

2. In the **Dept** field, enter — *Training Data*

3. Click **Browse**
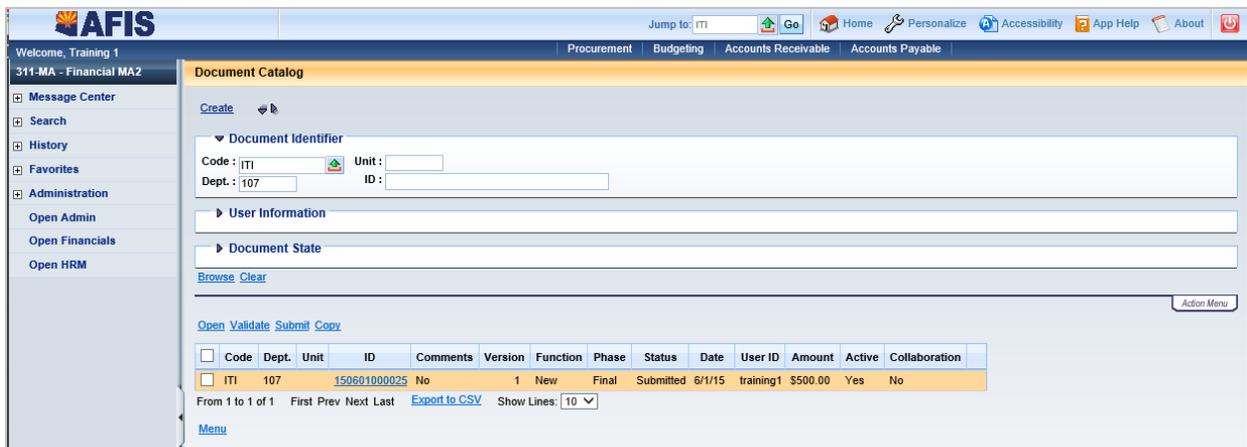
4. Click the **hyperlink** to open the ITI document previously created

Create the ITA document using **Copy Forward** from the ITI.

5. In the ITI document, click **Copy Forward**

6. On the **Copy Forward** screen, in the **Doc Department Code** field, enter – *Training Data*

   ▪ This is the agency that is responsible for completing the ITA

NOTE: The description column (below) will show you what type of document it will be changed into. Check and make sure what you copy forward to, to ensure that you are copying forward to the correct type of document.

7. Select the **Auto Numbering** check box. This will auto-number the ITA

8. Select the **Target Doc Type** of **ITA**

9. Click **OK**. The ITA document opens

10. Write down this **Document ID #**_____

11. Click **Close**. This leaves the ITA document in the Draft phase

12. Click **Home** in the Primary Navigation Panel to return to the Home page. The approving party is now finished and it is up to the party providing the Funds to approve the ITA that is in his or her queue in draft phase

Internal Transaction Agreement

Internal Transaction Agreement

The second document in the Internal Transaction two-document method is the Internal Transaction Agreement (ITA) document. This document is created by using **Copy Forward** from an Internal Transaction Initiator document.

Internal Transaction Agreement Initiator Reference

The Initiator Reference component contains the information copied forward from the ITI document and should not be changed.

Note: If errors are present due to the ITI information, the ITA agency should notify the ITI agency. Once the ITI has been corrected and approved, the ITA document can be validated to populate the document with the changes.

Internal Transaction Agreement 2nd Party Accounting

The 2nd Party Accounting component contains tabs for collecting the information for the 2nd Party in the transaction. In this component, the General Information, Reference, Fund Accounting, and Detail Accounting tabs are available. An Event Type must be selected on the General Information tab.

Internal Transaction Agreement Posting

The Posting component does not require data entry by the user. It displays information that is gathered from the other components of the document. Posting lines contain a summary of the Function as well as Debit/Credit posting codes and amounts contained in the Internal Transaction Agreement. The Eye

icon on the right displays the details for each posting line, reflecting the data entered on the General Information, Fund Accounting, and Detail Accounting from both the ITI and ITA documents.

Approve the ITI and Copy Forward to an ITA – DEMO

Scenario 4.
You have checked your queue and see a request for $500 to be transferred from your agency to ADA for motor pool services. You pull up the ITA in Draft phase, complete the 2nd party accounting information, Validate and Submit.

Login to the **AFIS** Home Page. Search for and open the **Draft ITI** document.

1. In the **Jump To** box, enter **ITA**

2. In the **Dept** field, enter – *Training Data*

3. Click **Browse**

4. Click the hyperlink on the ID in the previous activity to open the ITA document in draft phase
   Note: It must be opened in draft phase.

Review the information that was copied forward from the ITI document.

1. Observe the information on the Header component of the ITA document

2. Click the **Initiator Reference** component

3. Observe the information in the Initiator Reference Component

4. Click the **Edit** button at the bottom of the screen

Complete the **2nd Party Accounting** component.

1. Click the **2nd Party Accounting** component

2. Click **Insert New Line** button

3. On the **General Information** tab, Enter the event type, it must match the event type in the ITI (**INZ3**)

4. In the **Line Amount** field, enter **$500**

Click the **Reference** Tab.

In training we do not complete the reference tab but if you were referencing an IPO it would be entered here.

Complete the **Fund Accounting** tab.

1. Enter the **Fund** from – *Training Data*

2. Enter the **Dept** from – *Training Data*

3. Enter the **Unit** from – *Training Data*

4. Enter the **Appropriation Unit** from – *Training Data*

5. Enter the **Object** 6521

Complete the **Detail Accounting** tab.

1. At a minimum enter the **Task** from — *Training Data*

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

3. Click the **Submit** button

4. Click **Close** to return to the Document Catalog

5. Click **Home** to return to the Home Page

Cancel an Inter-Agency Transfer

If errors are made or discovered in the document creation or review process, the document can be cancelled or returned for correction, depending on where in the approval process the document is.

When using the two-document method to complete a transfer:

- If the second party discovers errors in the received pending ITA document.

- The ITA document is rejected and the ITI document must be cancelled.

- The initiating party creates a new ITI document.

- The new ITI document is copied forward to a new ITA document.

- The new ITA document is submitted for approval

General Accounting Reporting

Section Objectives

In this lesson, you will:

- Review reports available in General Account

Section Overview

AFIS includes several reports for monitoring General Accounting

Reports

The key reports needed to support the AFIS General Accounting business processes are listed below:

- **FIN-AZ-GL-N459b** - Open Transfers - This report shows all open transfers where ITI is Final and ITA has not been processed

- **FIN-AZ-GL-N343** – General Ledger Activity Report

- **FIN-AZ-GL–N640** – Monthly and Yearly Expenditure Comparison Report

- **FIN-AZ-GL-N368** - Totals for all Revenue & Expenditure Transfers - This report displays all Revenue & Expenditure Transfers by document, accounting period, Department, Fund

- **FIN-AZ-GL-N371** - Totals for Operating Transfers - This report displays all operating transfers by document, Department, Fund class and Fund

- **FIN-AZ-GL-N388** - Outstanding Open Items - Lists all Documents with an open balance by Document Department and Document Code

- **FIN-AZ-GL-N649** – Balance Sheet Account Inquiry – This report enables inquiry for document details by Fund and BSA. The report prompts are designed to pull complete data even during the time period when two fiscal years are open at the same time.

- **FIN-AZ-GL-N397** - Detailed Transaction Listing - The Report shows detailed journal accounting transactions for a time range from Date to Date with a given Fiscal Year

*Remember to login to the GAO website and register for our Web stories to ensure you are informed of all updates. If you have questions, reach out to your area liaison. Contact information for the AFIS liaisons may be found on the GAO website under AFIS Information, then by opening the Agency Liaisons PDF.

The GAO website link is GAO.AZ.GOV

*Important information

RESOURCE SECTION

Appendix A.1. Budget Fiscal Year Staging

The General Accounting Office is responsible for managing system-wide settings that determine what happens to accounting transactions at the end of a Fiscal Year or Accounting Period. This lesson reviews the Open Activity management processes in AFIS as well as some of the available batch jobs and chain jobs that handle offline processing.

A.2. Accounting Period

The Accounting Period (**APD**) table is used to establish, maintain, and validate accounting periods used in AFIS. Valid accounting periods can be defined for each fiscal year. The APD table can also be used to provide period-end, period closing, and adjustment period information that affects transaction processing. The APD table must be updated before beginning a new fiscal year.

For each defined accounting period on the APD table, the following fields are available:

- **Fiscal Year** – Enter or use the pick list to select a valid value from the Fiscal Year (**FY**) table

- **Period** – Enter the identification number associated with the period within a fiscal year

- **Quarter** – Enter the fiscal quarter within which this accounting period is defined, there are four quarters in a fiscal year

- **Name** – A field for a user defined name associated with the accounting period (should be descriptive since it is used in reporting)

- **End Date** – Enter the last calendar date of the accounting period

- **Adjustment Period** – A check box that, when checked, indicates that the accounting period is to be used for end-of-the-year adjustments

- **Closed** – A check box that, when checked, indicates that the accounting period is closed to further activity (also known as a soft close)

- **Closing Process Run** – A Yes/No field that is only set to Yes by the offline closing process. When set to Yes, it indicates that the Closing Process has been successfully run against the accounting period (also known as a hard close)

A.3. Fiscal Year

The Fiscal Year (**FY**) table is used to establish and verify the valid fiscal years and budget fiscal years in AFIS. All transactions and processes must be executed within a valid year. Verification of the fiscal year used on a transaction not only ensures a valid fiscal year is entered on transactions but also that the year is open for transactions.

Soft Close

Each fiscal year record on the FY table is defined by the year and the end date. When the fiscal year is closed to further activity, the Closed check box needs to be checked, either manually or by the offline closing process. This type of close is called a "soft" close. Once a fiscal year has been marked as Closed, only document codes that are both marked "Soft Close Override Allowed" on the Document Control (**DCTRL**) table and processed by users with appropriate override authority are accepted by the system.

Hard Close

For a fiscal year record on the FY table, the Closing Process Run check box is checked only by the offline closing process. This type of close is called a "hard" close. Once a fiscal year has been marked as Closing Process Run, only document codes that are both marked "Hard Close Override Allowed" on the Document Control (**DCTRL**) table and processed by users with appropriate override authority are accepted by the system.

A.4. Open Activity Processes

Certain types of open accounting activity need to be addressed at fiscal year-end. One reason for this is that such activity would be selected by the Annual Close process and closed out as a nominal account. In the case of a real account, the activity would be rolled forward into the new fiscal year. Open encumbrances using budgets that are expiring will be lapsed at the end of the fiscal year. For example, Type 1 appropriations will lapse at the end of each administrative adjustment year, while other multi-year Type 2 appropriations will not lapse until the end of the final year of the budget.

Encumbrances that are not subject to lapse will not be rolled forward to the new fiscal year (**FY**). Instead, they will be tracked using the original budget fiscal year (**BFY**) and continue to match the BFY of the associated budget.

Accounting Based Document Lapse

When accounting documents, such as General Accounting Pre-Encumbrance (**GAP**) and General Accounting Encumbrance (**GAE**) documents, are lapsed, an Accounting Based Document Lapse (**ABDL**) document is created with a zero-dollar final reference to close out the remaining open balance. This way the original line amount is retained on the document when activity is lapsed.

The ABDL document contains the same sections and fields as the GAP and GAE documents. The ABDL document should only be created by the Open Activity Lapse chain job, which is run in Update mode.

Roll/Lapse Detail Pre-Selection

The Roll/Lapse Detail Pre-Selection (**RLPSD**) page identifies each selected open accounting line found when the Open Activity Roll, Open Activity and Budget Roll, or Open Activity Lapse chain jobs are run in Pre-Selection mode.

There are two fields that allow user interaction. The Approved check box indicates if a pre-selected record is approved for roll, lapse, or accrual. The Action drop-down menu has four choices: Roll, Lapse, Accrue, and No Action. If Roll, Lapse, or Accrue action is selected, an offline batch program is run to process the activity. If No Action is selected, the record will not be picked up by any of the offline batch programs.

Roll/Lapse Summary Pre-Selection

The Roll/Lapse Summary Pre-Selection (**RLPSS**) page is a summary query of the RLPSD page that simplifies the process of approving or un-approving all of the accounting lines on the RLPSD for a given document at one time for one of the four actions: Roll, Lapse, Accrue, and No Action.

The RLPSS page data consists of a link to open and review the document as well as summary amounts that give a total closed and total open for all selected accounting lines of a document. When all accounting lines for a document on the RLPSD page have the Selected Date field populated, the RLPSD Closed Amount Sum and RLPSD Open Amount Sum columns on the RLPSS display $0.00, which means that there is nothing left to Roll, Lapse, or Accrue. The Lines Processed column will also read "All" in this situation.

Open Activity Options by Department

The Open Activity Options by Department (OAOD) page and batch job by the same name can be combined to perform a change to the Action and Approved fields on the Roll/Lapse Pre-Selection pages for multiple combinations of Department and document codes.

A.5. Batch Processing

Batch jobs and chain jobs are offline automated processes that perform a high volume of tasks efficiently and accurately. There are several batch jobs available in the General Accounting area. Each of the batch jobs has a defined purpose and should be run as required by the General Accounting Office.

The Table below lists the batch jobs that are available along with a description of the job's function.

General Accounting Batch Jobs with Descriptions

Job Name	Description
Bank Account Balance (**ABAL**)	Updates the Bank Account Balance (**ABAL**) page with a day's worth of increases and decreases to cash, outstanding disbursements, and outstanding deposits
Begin Day Balance Batch	Increments the Application Date forward to signify the completion of a nightly cycle
Cash and Fund Balance Sync Process	Synchronizes the data involved with Cash and Fund Balance tracking with data recorded from document processing when a discrepancy is reported by the System Assurance 2 report or other diagnostic report
Open Activity Roll Update	Only run automatically by the Open Activity Roll and Open Activity and Budget Roll chain jobs to load document modifications
Open Activity Options by Department	Uses the data setup on the Open Activity Options by Department page to make changes to Roll/Lapse Pre-Selection Detail records
Populate FY Beginning Balance	Runs after an Annual Close and a running of the Ledger Engine batch job to "ledgerize" the journal records from Annual Close

Batch jobs are processed and reviewed by navigating to the Job Manager using Page Search.

1. In the Secondary Navigation Panel, click **Search**

2. Click **Page Search**

3. In the **Page Code** field, enter *BATRUN*

4. Click **Browse**

5. Click the **Job Manager** link. The Job Manager opens in a new window

6. In the Job Manager Secondary Navigation Panel, click **Financial**

7. Click **General Accounting**

8. Click **Batch Jobs**

9. **Click** the desired batch job. The Job Summary or Report Summary window will display

Chain Jobs

Chain jobs are also managed using the Job Manager. The table below lists the chain jobs that handle General Accounting annual closing processes along with a description of the job's function.

General Accounting Chain Jobs with Descriptions

Job Name	Description
Annual Close	Facilitates movement of nominal and real account balances from an accounting fiscal year that is being closed to the subsequent accounting fiscal year.
Open Activity Lapse	One of three chain jobs used in the maintenance of open activity at the close of a year. This job closes out the activity in the old year with a referencing document that only liquidates the activity.
Open Activity Roll	One of three chain jobs used in the maintenance of open activity at the close of a year. This job can either take the open activity in the old BFY and FY forward into the next year or accrue the activity with a document modification.
Open Activity and Budget Roll	One of three chain jobs used in the maintenance of open activity at the close of a year. This job takes the activity in the previous budget fiscal year forward into the next year with a document modification, while also reverting and carrying forward budget authority to cover the rolled accounting activity.
Pre-Annual Close Sweep	Reads a specified input ledger for accounting activity in a prior fiscal year which should be swept out of that year and into the subsequent fiscal year before an Annual Close is performed against the prior year. During the sweep, the chain job creates Journal Voucher (JV) documents.
Automated Accrual Process	Creates documents for payments made in the current year with services dates that spanned into the prior year. The prior year portion of accrued expenditures, according to those service dates, is removed from the current year and booked into the prior year.
Automated Accrual Clearing Process	Creates documents for disbursements and internal cash expenditures with service dates that spanned into the prior year. The prior year portion of the cash expenditure, according to those service dates, is removed from the current year and booked into the prior year. If there was a prior year accrual, that is reversed.

Appendix B - Budget Fiscal Year Staging

Profiles are accessed by opening the Budget Fiscal Year Stage Profile Select (**BYSTPFSL**) table. On this table, users can select and view an existing profile using the **View BFY Staging Profile** link or create a new profile using the **Add BFY Staging Profile** link.

Setup Tables

The BFY Staging Profile and BFY Stage Definition tables together make up the BFY Staging Profiles in AFIS.

The BFY Staging Profile table consists of the first three sections in the BFY Staging Profile and these contain the information used to define the profile, stages, and document events that are controlled by the profile.

> **Staging Profile Summary** – Contains the summary information for the profile which includes the unique identifier Staging Profile and the user-defined Staging Profile Name

> **Stage Definition** – Contains the stages for the selected profile along with their descriptions

> **Document Events** – Contains the rules that govern what activities are permissible for the selected profile and stage combination

The BFY Stage Definition table consists of the last four sections (each section also has its own page code) in the BFY Staging Profile: **Spending**, **Revenue**, **Balance Sheet Account**, and **Non-Accounting**. These sections are used to view the profile assignments for all BFY Staging Profiles. If changes need to be made, each of the stage definition tables can be accessed by clicking the links at the bottom of the page.

The BFY Stage Definition tables are listed in table below.

BFY Stage Definition Tables

Page Code	Table
BYSTDFSP	Spending BFY Stage Definition
BYSTDFRV	Revenue BFY Stage Definition
BYSTDFBS	Balance Sheet Account BFY Stage Definition
BYSTDFNA	Non-Accounting BFY Stage Definition

BFY Staging Profile

The first three sections that define the profile use filtering that only shows records on one section for the selected record on a previous section. For example, the Document Events are only shown for the selected Stage within a selected Profile.

Staging Profile Summary

The Staging Profile Summary section contains the following fields for user entry:

Stage Profile – A required unique identifier assigned to the profile

Stage Profile Name – A required text field that contains a name for the profile

Stage Definition

Each record in the Stage Definition section contains the following fields, only one requires user entry:

Stage – A system generated unique identifier for a stage within a profile

Description – A required text field that contains a name for the stage

Document Events

Each record (rule) in the Document Events section contains the following fields:

Document Code – Requires a document code from the Document Control table

Document Code Name – The name for the selected document code is inferred from the code

Event Type – Requires an event type for the document code from the Allowable Event Types for Document Code table

Event Type Name – The event type name is inferred from the event type

AFY versus BFY – Defines the relationship of Accounting Fiscal Year and Budget Fiscal Year that will be allowed with the document code and event type combination

- **Posting FY must be BFY** – Restricted, must be the same. This is the default value

- **Posting FY must be greater than BFY** – Restricted, must be greater

- **Posting FY must be less than BFY** – Restricted, must be less

- **Unrestricted** – FY and BFY will not be evaluated for the BFY Staging rule

Referencing – Defines the referencing requirements of a document code and event type combination. A Posting line that has a line function of Liquidation will not be evaluated against this rule for the event type and document code being liquidated.

- **Required** – A reference must be made with the document code and event type combination that has a Reference Type of "Partial", "Final", or "Inverse". A Reference Type of "Memo" will not satisfy the rule

- **Not Allowed** – Only a reference to a document code and event type combination that has a Reference Type of "Memo" or no Reference Type at all will be allowed. A Reference Type of "Partial", "Final", or "Inverse" will not satisfy the rule

- **Unrestricted** – The reference information will not be evaluated for the BFY Staging rule. This is the default value

Line Action – Defines the referencing requirements of a document code and event type combination. Evaluation of this value uses the Account Type and Code Type fields for the Posting line as shown in table below.

Posting Line Action Increase or Decrease

Code Type	Account Type	Debit	Credit
Spending		Increase	Decrease
Revenue		Decrease	Increase
Balance Sheet Account	Asset	Increase	Decrease
Balance Sheet Account	Liability	Decrease	Increase
Balance Sheet Account	Equity	Decrease	Increase
Balance Sheet Account	Asset Offset	Decrease	Increase
None of the Above		Increase	Decrease

- **Increases Only** – Only posting lines that are considered an increase are allowed

- **Decreases Only** – Only posting lines that are considered a decrease are allowed

- **Unrestricted** – The line action information will not be evaluated for the BFY Staging rule. This is the default value

Liquidation Lines – A checkbox that, if checked, indicates the staging rule will only apply to a liquidation posting line. This box should be checked when a staging rule should only apply to liquidation posting lines and not to non-liquidation posting lines

BFY Stage Definition

Each of the four BFY Stage Definition pages: Spending, Revenue, Balance Sheet Account, and Non-Accounting, contain the same three sections. These pages are used to define a combination of BFY and COA elements available for a profile assignment as well as the stage start and end dates for each stage in the profile assignment.

Profile Assignments

The Profile Assignments section is used to assign a profile to a combination of BFY and COA elements. For the COA elements, a value of **ALL** can be entered that stands for all values of the field including blank. The following fields are available in the Profile Assignments section:

Budget FY – Valid values must be defined on the Fiscal Year table or be 9999 for a multi-year record
Fund – Requires a valid value from the Fund table, or ALL
Department – Requires a valid value from the Department table, or ALL

Appr Unit – Only on the Spending table, requires a valid value from the Appropriation table, or ALL

Revenue – Only on the Revenue table, requires a valid value from the Revenue Source table, or ALL

BSA – Only on the Balance Sheet Account and Non-Accounting tables, requires a valid value from the Balance Sheet Account table, or ALL

Staging Profile – The profile, to which an assignment should follow, requires a valid profile value from the Staging Profile Summary page. The value ALL is not allowed

Staging Profile Name – A text field for the name of the profile, inferred from the Staging Profile entered

Stages

The Stages section is used to assign starting and ending dates to each stage in a profile. Stages are not allowed to have a gap between the end date of one stage and the start date of the following stage. AFIS will automatically adjust the dates for prior and subsequent stages based on the data entry for the current stage. Most of the fields in this section are inferred from the selected Profile Assignment record. The following fields require data entry:

Stage Start Date – Defines the start date of the stage for the given profile

Stage End Date – Defines the end date of the stage for the given profile. If the stage needs to extend indefinitely, then the date selected should be far in the future.

Document Events

The Document Events section does not require any data entry. It allows users to browse the various rules defined for the selected profile and stage.

Appendix C - Terminology

Term	Description
Accounting Journal	The primary record of all accounting transactions within AFIS.
Accounting Template (**ACTPL**)	A predefined set of elements that can be inferred to a document accounting line as a soft inference, meaning accounting elements may still be entered on a transaction that are not overwritten by elements defined on the Accounting Template.
AFIS	Stands for Arizona Financial Information System. A web-based application for the State's Financial Management.
Chart of Accounts (**COA**)	An account structure to classify financial information which captures the dimensional structure for documenting and reporting on budget data.
Copy Forward	Feature that enables a user to copy pertinent information from a finalized existing document into a new Document Type whose purpose is to reference or liquidate the source document.
Document	A single form that collects information designed to ease data entry as well as to consolidate pertinent information for approval and query purposes.
Document Template	A template that shares the same structure and data entry fields as a real document, but cannot process data.
Document Transaction	A process used to record financial information and administrative events into AFIS, such as the intent to purchase goods from a specific vendor.
Event Type (**ETYP**)	Identifies and records the type of financial activity for an accounting line of a document. For all accounting based documents, and certain non-accounting documents, every accounting line must have an Event Type. You can either enter the Event Type or use the default provided by the system.
Function (**FUNC**)/ Function Inference (**FUNCINF**)	A predefined set of elements that can be inferred to a document accounting line as a hard inference overwriting any existing accounting elements and unchangeable once inferred.
Intra-Agency	A transaction that takes place within a Department it is called an Intra-Agency transaction.
Inter-Agency	A transaction that takes place between Departments it is called an Inter-Agency transaction.
Journal	A historical record of processed data that is stored by document in order of processing.
Posting Code (**PSCD**)	A code associated with instructions that tell AFIS what debits and credits to create against a given budget. Debits and credits post to various Accounting Journals and ledgers (summaries of journals) for tracking purposes and reporting.

Appendix D - List of Acronyms

Acronym	Definition
ABS	Accounting Based Spending
ACTPL	Accounting Template
ACTV	Activity table
APD	Accounting Period
BBALD	Inception-to-Date (ITD) Balance Sheet Detail
BBALFY	Fiscal Year (FY) Balance Sheet Details
BBALS	Inception-to-Date (ITD) Balance Sheet Summary
BFY	Budget Fiscal Year
BSA	Balance Sheet Account
CBALDQ	Cash Balance Detail Query
CBALPQ	Cash Balance Pool Query
CBALSQ	Cash Balance Summary Query
COA	Chart of Accounts
DOBJ	Department Object table
DRSRC	Department Revenue Source table
ERQ	Event Requirements table
ESUM	Expense Summary query page
ETYP	Event Type
FBALDQ	Fund Balance Detail Query
FBALSQ	Fund Balance Summary Query
FUNC	Function table
FUNCINF	Function Inference table
FY	Fiscal Year
GAO	General Accounting Office
IET	Internal Exchange Transaction
IETRE	Residual Equity
IETWO	Work Order
IETBS	Balance Sheet
IETOP	Operating Transfer
IETTRI	Real Estate
IETAT	Automated Transfer (Accounting Template) (Revenue)
IETUT	Use Tax Transfers (Accounting Template) (Revenue)
IPO	Internal Purchase Order
ITA	Internal Transaction Agreement
ITARE	Internal Transaction Agreement - Residual Equity
ITAOP	Internal Transaction Agreement - Operating Transfer
ITATRI	Internal Transaction Agreement - Real Estate
ITABS	Internal Transaction Agreement - Balance Sheet
ITAWO	Internal Transaction Agreement - Work Order
ITD	Inception-to-Date
ITI	Internal Transaction Initiator
ITIRE	Internal Transaction Initiator - Residual Equity

Acronym	Definition
ITIOP	Internal Transaction Initiator - Operating Transfer
ITITRI	Internal Transaction Initiator - Real Estate
ITIBS	Internal Transaction Initiator - Balance Sheet
ITIDT	Internal Transaction Initiator - Department of Transportation (copy forward to ITA)
IDIAD	Internal Transaction Initiator - Department of Administration (copy forward to ITA)
ITIWO	Internal Transaction Initiator - Work Order
JBUD	Budget Journal
JCASH	Cash Journal
JACTG	Accounting Journal
JV	Journal Voucher
JVA	Advanced Journal Voucher
LOC	Location table
PSCD	Posting Code
TASK	Task table