



ADOA – General Accounting Office
QUICK REFERENCE GUIDE:
CREATE A NON BALANCE
SHEET ACCOUNT PAYMENT





CREATE A NON BALANCE SHEET ACCOUNT PAYMENT

Table of Contents

Overview	3
GAX Creation with GAE Reference.....	3
GAX Creation without GAE Reference	5
Research Expenditures.....	7



CREATE A NON BALANCE SHEET ACCOUNT PAYMENT

Overview

A payment is established in AZ360 for goods received and/or services rendered which liquidates the encumbrance in the process if an encumbrance is referenced on the expense transaction. In general, agencies will process invoice/payment information in Arizona Procure Portal (APP), which will automatically integrate to AZ360. However, there are business scenarios where invoices/payments will be processed directly in AZ360. For instance, the payment for utilities would be paid directly out of AZ360.

GAX Creation with GAE Reference

Log in to the AZ360 **Home Page**. Locate an existing General Accounting Encumbrance (GAE) transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *GAE*.
4. In the drop-down menu that generates, select **GAE Purchase Order – Non Commodity**. The GAE Financial Transaction page will generate.
5. In the **Dept** field, enter the user's department 3-digit code.
6. In the **ID** field, enter the Transaction ID for the GAE to be modified.
7. Click **Search**.
8. Click the **ID** link in the grid for the GAE that is being modified.

Create a GAX transaction.

1. Observe the actual amount of the GAE transaction.
2. Click the **Page 3-dot** menu, select **Copy Forward** from Primary Actions.
3. On the **Copy Forward** screen, in the **Transaction Dept** field, enter the user's department 3-digit code.
4. Check the **Auto Numbering** check box.
5. Verify that the **Target Transaction Code** selected is **GAX**.



Quick Reference Guide

6. Click **Ok**.
7. A new GAX transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the GAX transaction.

1. In the **General Information** section, in the **Transaction Description** field, update the field to reflect the reason for the invoice.
2. Since this transaction was copied forward, data entry is reduced. Other required fields will populate during validation.
3. Click the **Vendor** tab.

Review the **Vendor** tab of the GAX transaction.

1. Click the **Expand** caret on the blue Vendor line.
2. Observe the vendor information is automatically inferred when using the Copy Forward function.
3. Click the **Accounting** tab.

Complete the **Accounting** tab of the GAX transaction.

1. Observe the **Line Amount** reflected on the blue Accounting line. Notice that the line amount copied forward from the GAE. Update the **Line Amount** field to reflect the invoiced amount.
2. Verify that the **Fund, Department, Unit, Object,** and **Appr Unit** fields have populated with information copied forward from the GAE.
3. Click the **Expand** caret on the blue Accounting line.
4. Click the **Reference** section.
5. In the **Reference Type** field, select **Final** from the drop-down menu.

Validate and submit the transaction for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully**.
2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: Transaction submitted successfully - Pending Approval.
3. Click **Close**.



4. Click **Home** icon to return to the home page.

GAX Creation without GAE Reference

When processing a payment that does not have a reference GAE, the primary difference relates to the Vendor tab and the Accounting tab.

Log in to the AZ360 **Home Page**. Create a new GAX transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *GAX*.
4. In the drop-down menu that generates, select **GAX General Accounting Expense**. The GAX Financial Transaction screen will generate.
5. Click the **Create** button.
6. In the **Transaction Department** field, select the user's department 3-digit code from the pick list.
7. Select **Auto Numbering** check box.
8. Click **Continue**.
9. A new GAX transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.

1. In the **General Information** section, in the **Transaction Description** field, enter the reason for the payment.
2. Click on the **Vendor** tab.

Complete the **Vendor** tab of the transaction.

1. In the **Tab Level Actions** section, click the "+" icon to add a vendor line.
2. On the **Vendor** Line, in the **Vendor Customer** field, select the code for the vendor.
3. Click **Save**. Notice that the **Legal Name** field has inferred based on the values in the vendor table.
4. In the **Address Code** field, select the payment address code for the vendor from the pick list.



Quick Reference Guide

5. Click **Save**.
6. Click the **Expand** caret on the blue Vendor line. Note that the vendor's address information has inferred based on the values in the vendor table.
7. Click on the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. In the **Tab Level Actions** section, click the "+" icon to add an Accounting line.
2. In the **Line Amount** field, enter the amount the user is encumbering from the invoice.
3. In the **Department** field, enter the user's department 3-digit code.
4. In the **Object** field, enter the user's department object number.
5. Click the **Expand** caret on the blue Accounting line.
6. Click the **COA** section.
7. In the **Function** field, enter the user's department function number.
8. Click **Save**.

Validate and submit the transaction for approval.

9. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully**.

Note: Notice the COA fields that have been inferred due to the use of the function.

10. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: Transaction submitted successfully - Pending Approval.
11. Click **Close**.
12. Click **Home** icon to return to the home page.



Research Expenditures

General Accounting Expense (GAX) transactions can be found by searching the Disbursement Request (DISRQ) page, providing that a disbursement (Warrant/EFT) has not already been created. Once the disbursement is generated, the GAX transaction will no longer be on this table. By entering the appropriate search criteria results can be narrowed down significantly. The steps to find the status of an expense are shown below.

Log in to the AZ360 **Home Page**. Navigate to the Accounting Journal.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *JACTG*.
4. In the drop-down menu that generates, select **JACTG Accounting Journal**. The JACTG page opens.
5. In the **Transaction Dept** field, enter the department 3-digit code from the GAE.
6. In the **Fund** field, enter the user's department fund number.
7. In the **Transaction Code** field, enter *GAE*.
8. In the **Department** field, enter the user's 3-digit code.

Note: *To access this field, click the Show More caret.*

9. Click **Apply**.
10. Verify if the GAE transaction was created by reviewing the transactions in the grid.