



ADOA – General Accounting Office
**QUICK REFERENCE GUIDE:
CREATE AN ENCUMBRANCE**





CREATE AN ENCUMBRANCE

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CREATE AN ENCUMBRANCE

Introduction

A General Accounting Encumbrance (GAE) transaction is used to encumber funds. There are business scenarios where encumbrances will be processed directly in AZ360. Payments that do not require a purchase order to be issued can be paid directly in AZ360. Specific examples of payments that can be paid directly in AZ360 include rent, debt service payments, utility payments, and transfers between agencies. This business process addresses processing encumbrances and payments directly in AZ360.

Create an Encumbrance

Log in to the AZ360 **Home Page**. Create a new 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. Click the **Create** button.
6. In the **Transaction Department** field, enter the user's department 3-digit code.
7. Select **Auto Numbering** check box.
8. Click **Continue**.
9. A new GAE 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 encumbrance.
2. Click 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.



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3. Click **Save**. Notice that the **Legal Name** field 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.
5. Click **Save**.
6. Click the **Expand** caret on the blue Vendor line. Note that the vendor's address information 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. In the **Function** field, enter the user's department function number.
6. Click **Save**.

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**.

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

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.



Use Copy Forward to Create a Payment

When processing a payment request using a General Accounting Expenditure (GAX) transaction using copy forward, the primary difference relates to the creation of the GAX.

Log in to the AZ360 **Home Page**. Locate the 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. Click the **Create** button.
6. In the **Dept** field, enter the user's department 3-digit code.
7. In the **ID** field, enter the transaction ID for the GAE to be modified.
8. Click **Search**.
9. 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**.
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.



Research Payments on DISRQ Table

After the GAX transaction is approved, it is posted and stays on the DISRQ table until the nightly cycle process runs to produce a warrant or an electronic funds transfer (EFT) payment. The steps to find the payment on the DISRQ table are shown below.

Log in to the AZ360 **Home Page**. Navigate to the DISRQ table.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *DISRQ*.
4. In the drop-down menu that generates, select **DISRQ Disbursement Request**. The DISRQ Disbursement Request page will generate.

Locate the GAX transaction information.

1. In the **Transaction ID** field, enter the GAX transaction ID number being researched.
2. Click **Apply**.
3. The GAX transaction will generate in the grid.
4. Observe the **Schedule Payment Date** and **System Hold** columns in the grid. *If those columns do not default, select them from the grid gear icon.*

Note: If the system rejected the payment request, then the System Hold column will show as Yes. This means the disbursement transaction did not generate.

Research Payments Fully Posted

AZ360 nightly cycle process posts a GAX transaction that is approved and generates a warrant or an EFT payment. An Automated Disbursement (AD) transaction is created to issue a warrant. An EFT transaction is created to issue an ACH payment. In some business situations, a payment may be generated manually using a Manual Disbursement (MD) transaction. The steps to find fully posted payments are shown below.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Code** field, enter *GAX*.
4. In the drop-down menu that generates, select **GAX General Accounting Expense**. The GAX Financial Transaction page will generate.



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5. In the **Dept** field, enter the department 3-digit code.
6. Click **Search** and click the GAX ID being researched from the search results.
7. Click the **Header** tab.

Review the **Header** tab.

1. In the **Open/Closed Details** section of the GAX **Header** tab, view the **Closed Amount** and **Closed Date** fields to determine if the GAX was disbursed.
2. If additional information is needed, follow the below steps:
 - a. Click the **Page 3-dot** menu; select **Transaction References** from Research.
 - b. Click **Forward**.
 - c. Click the **Referencing Transaction** link for the AD or MD transaction used to issue the disbursement.
 - d. Review the **Check/EFT Number** field.
 - e. Run the Disbursement query.
 - i. Click the **Header** tab's **3-dot** menu; select **Disbursement Query** from Related Pages.

Header	Vendor (1)	Accounting (1)	Posting (1)
	Legal Name U S BANK NATIONAL ASSO...	Line Amount \$0.01	
n: 03/18/2019 Modified By: afisbat2 Modified On: 03/18/2019			
nature block	Record Date 03/18/2019	Budget FY 2019	

Attachments

Related Pages

- Payment Printing
- Disbursement Query
- Disbursement Detail Query

- f. Review the **Net Amount**, **Issued Date**, and **Check Status** fields.



Process Warrants

Centralized Warrant Processing

For warrants distributed by GAO, agencies will be able to use the research functions above to monitor the status of their warrants.

As a general rule, warrants with a processing date (e.g., closed date in new AZ360) for example of Monday will be mailed on Tuesday. If issues cause a delay, GAO will publish a web story to alert agencies of the delay.

Agency Warrant Pickup

GAO will continue the current process for warrants designated for agency pickup. Any changes will be communicated by web story.