



ADOA – General Accounting Office

AZ360 MANUAL: FOUNDATIONS



Foundations

Table of Contents

AZ360 Features and Functionality	4
Business Areas	4
Business Roles	5
Page Types	5
Chart of Account (COA) Elements	7
Budget Control Overview	10
Accounting Templates and Functions	11
Navigating in AZ360	14
Accessing AZ360	14
Home Page and the Primary Navigation Panel	15
Home Page Tools	16
Primary Navigation Panel	24
Global Navigation Tools	28
Using Reference Tables and Inquiry Pages	31
Using Transactions	40
Transaction Basics	44
Transaction Information Search	44
Transaction Layout and Features	46
Create a Transaction	56
Copy a Transaction	61
Copy Forward a Transaction	64
View and Correct Transaction Errors	67
Print a Transaction	68
Creating Templates	69
Transaction Templates	69
Workflow and Transaction Approvals	72
Workflow Menu	72
Workflow Roles	72
Access the Financial Worklist Using the Widget	73
Access the Financial Worklist Using the Quicklink and Page Code	73



Using the Financial Worklist..... 74

Workflow/Worklist Actions 75

Approve a Transaction 76

Track Work in Progress 81

Resource Section 83

Appendix A – Terminology 83

Appendix B – Acronyms 85



All activity demonstrations will be displayed with an icon. Demonstrations will detail which elements to input, but agency data should always be used when processing in AZ360.

Foundations

This manual provides an overview of the features, functionality, and general navigation options of AZ360, the statewide financial management system. AZ360 is a web-based application that uses common layout and navigation features, online fields and page help, and single sign-on capability to provide a consistent look and feel. System administration and configuration functions look the same as the end user experience.

Included in the manual is an overview of page and transaction tabs and sections, Chart of Accounts (COA) elements, budgetary control and structure, and transaction workflow. Users will create and view transactions, learn how to correct transaction errors, and review both inquiry and reference pages. Resources used to gain additional support in completing business tasks are also covered.

This course is intended for all users who are new to the AZ360 application.

Manual Objectives

In this manual, users will:

- Examine AZ360 features and functionality.
- Identify navigation options and techniques.
- Review reference tables and inquiry pages.
- Explore the transaction management features.
- Work with templates and functions.
- Examine the workflow and approval process.

AZ360 Features and Functionality

This section provides a review of the types of pages in AZ360, identifies COA features, and reviews basic Budgetary Control functions.

Business Areas

AZ360 uses an approach to financial management that lets users control financial resources, while being responsive to the challenges of modern public finance. AZ360 incorporates a variety of business areas (such as Budgeting, General and Cost Accounting, Fixed Assets, Accounts Payable, and Accounts Receivable). This results in a single, integrated system that addresses the key financial management processes needed to conduct state business. These business areas are described below.

Accounts Payable

Accounts Payable records and disburses payment for purchases of goods or services. Accounts Payable tends to be the final step in the purchasing chain of events, and includes the disbursement and check writer process.

Accounts Receivable

Accounts Receivable is responsible for billing and collecting money owed to the state.

Budgetary Control

Budgetary Control allows for the tracking and controlling of the state's budgeted expenditures and revenues, using budget structures and controls. It supports a wide range of budgetary business requirements.

Cost Accounting

Cost Accounting meets the state's Cost Accounting requirements related to tracking and controlling internal and external funding sources for tasks, projects, and grants. AZ360 provides all of the functionality necessary for the management and prompt reimbursement of grant and project costs after the award of a grant. The Cost Accounting business area includes: (1) the Cost Allocation process, which allows a flexible, user-defined allocation of indirect costs or revenues; (2) the Internal Costing process used to track various types of non-expenditure costs, which may eventually be charged to accounting distributions.

Fixed Assets

Fixed Assets enables organizations to manage and control the state's fixed assets throughout the asset life cycle.

General Accounting

General Accounting consists of a collection of many parts of the application that encompasses many sub functional areas including: manual journal entries, payments without a commodity, expenditure accruals and clearings, recording payroll, configurable accounting setup, adjusting entries, journals and ledgers for online inquiry and reporting needs, balance sheet account balances, cash and fund control, as well as Annual Comprehensive Financial Report (ACFR) reporting.

Grant Lifecycle Management

Grant Lifecycle Management (GLM) provides a global view of grant opportunities, potential grant revenue, and grants status.

Investment Accounting

Investment Accounting allows managers to maximize the earning potential of each dollar invested, both short-term and long-term. AZ360 includes bank management, cash pooling, and investment management.

Business Roles

Business roles are assigned to individual users and pull all components of the application together for easy navigation and searching. AZ360 Financial Business Roles have been developed for each functional area. Business Roles are configured with a Homepage, a menu, and Process Landing pages to provide ease of navigation and access to data. Homepages can include Quicklinks, Widgets, and Analytics.

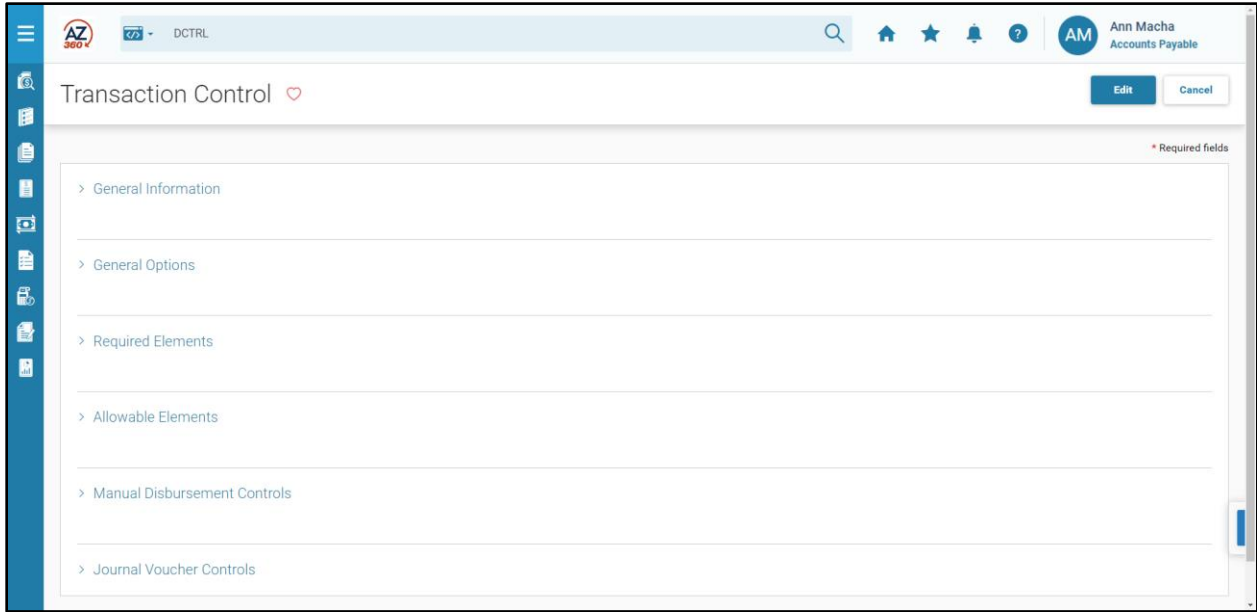
Page Types

Pages in AZ360 are referred by the Page Description and the Page Code. AZ360 uses a Web interface to display application pages, which are described below.

Reference Table

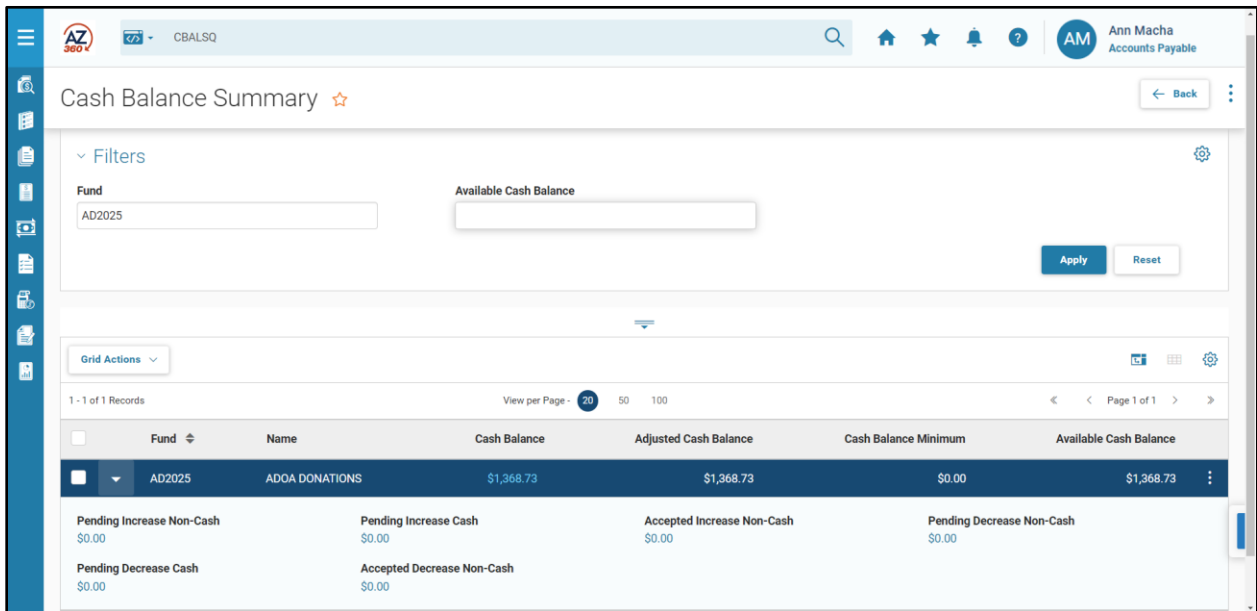
Some reference tables include tables that can be updated by users who have appropriate security authorization. Other reference tables are system-maintained and are updated by the system through transaction updates or offline processes. Updates to reference tables do not route for approval using a workflow. Reference tables are used to define transaction processing rules, system options, security, batch defaults, and valid values (often called codes) that can be used on transactions, as well as other

user-maintained pages. For example, the Transaction Control (DCTRL) table is used to set general transaction processing rules for all transactions in AZ360.



Inquiry Page

Inquiry pages display summary and detailed information from system-maintained reference tables. These pages are used for viewing and generally cannot be used to modify data nor can they be routed for approval using workflow. For example, the Cash Balance Summary (CBALSQ) displays current balances for cash tracking amounts for a Fund.



A few inquiry pages allow for minimal fields to be entered. For example, the Disbursement Management (DISBM) inquiry page can be used to put payments on hold.

Transactions

Transactions are used to record financial information into AZ360. Transactions collect information into a single form, designed to ease data entry as well as to consolidate pertinent information for future approval and query purposes.

Transactions are viewed and maintained through the Financial Transaction Catalog, which displays recent activity for transactions and provides access to all transactions in AZ360. Full versions of transactions are stored on the Financial Transaction Catalog table for a complete audit trail as a transaction is modified or canceled over time. Incomplete transactions can be saved and completed at a later time.

For example, the Cash Receipt (CR) transaction enables users to record the receipt of funds.

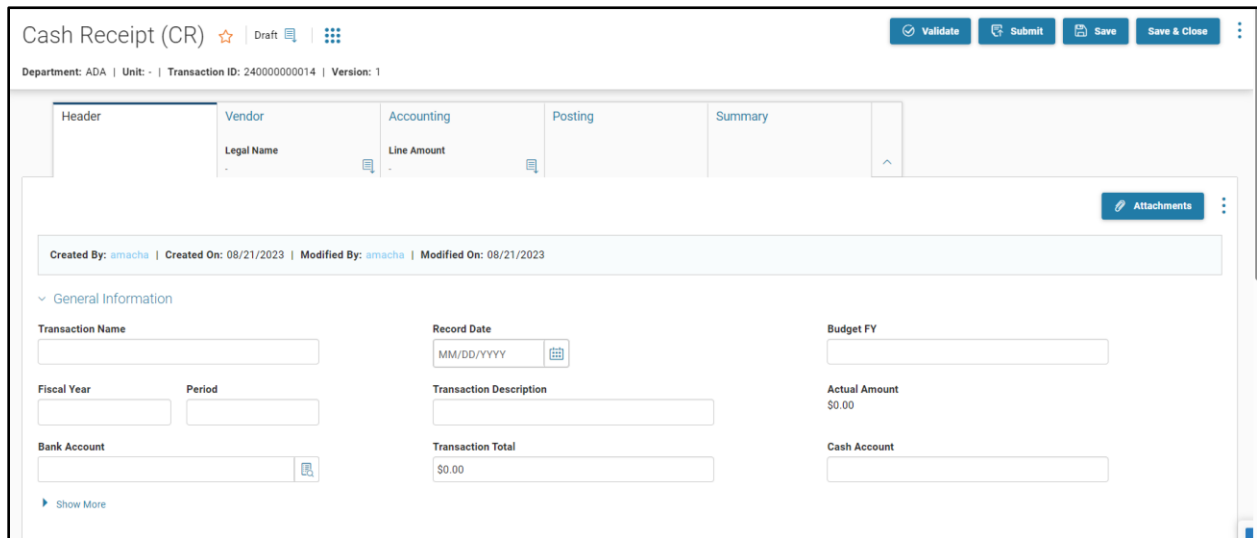


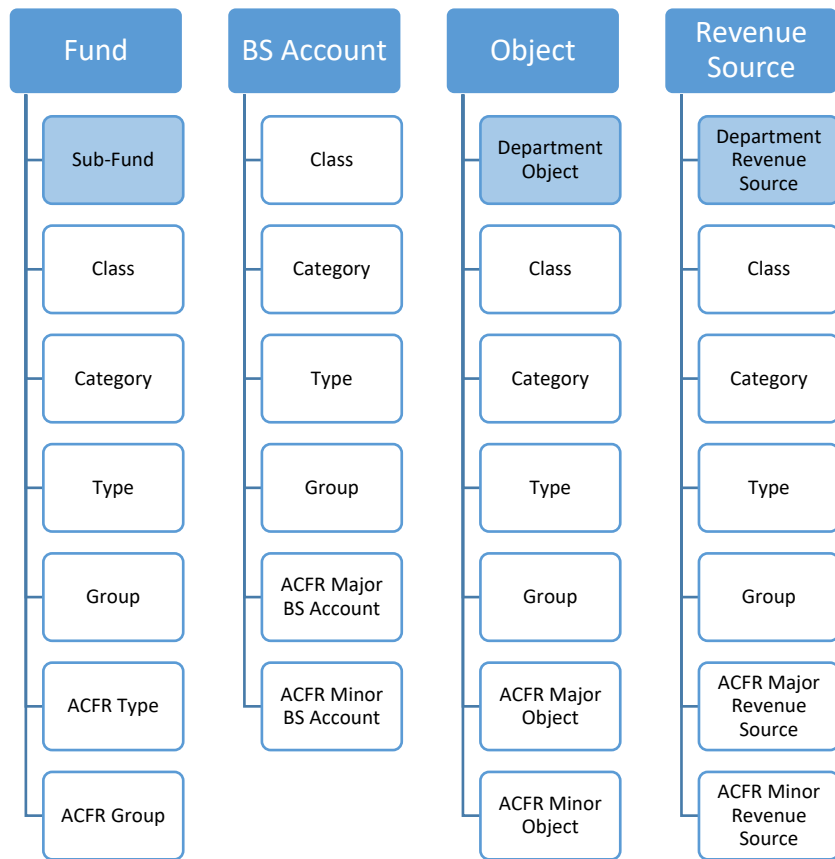
Chart of Account (COA) Elements

The COA is a group of codes that is entered on all financial transactions. The COA is a key component of AZ360 and is comprised of a set of reference tables that are used to validate the codes entered on system transactions. The COA meets the centralized need to provide a uniform set of codes that standardize the recognition of expense, revenue, and balance sheet transactions across the state, as well as the decentralized need for distinct organizations within the state to maintain autonomy and meet their own business tracking, reporting, and budgeting needs.

Hierarchies and Roll-ups

Hierarchies represent a relationship among a series of COA elements, where one element, a parent, is broken down into smaller tabs, called children. Roll-ups allow a grouping of COA element codes for reporting or control purposes. Most elements use Class, Category, Type, and Group to roll information into higher levels of summarization. Figure 1 outlines the COA elements with their corresponding roll ups.

Figure 1: Chart of Accounts Elements with Roll Ups



The number of levels implemented in each hierarchy is dependent upon online and offline reporting needs. Most COA elements (except organizational elements) use the hierarchical elements of Class, Category, Group, and Type. Some elements, such as Fund, Object, Revenue Source, Balance Sheet Account (BSA), and Activity, have additional roll-ups that can be used for compiling the ACFR. These ACFR roll-ups are optional, and any of the other four (Class, Category, Group, or Type) can be used for ACFR reporting.

Regardless of whether a user enters a code directly on a transaction or it is populated by an inferred value, AZ360 obtains all roll-ups associated with the code from the appropriate reference page. Typically, AZ360 infers roll-up values and they are rarely viewed within the transaction. The code is stored on the Accounting line, Posting line and journal records for historical and reporting purposes. All of the roll-up codes may not be viewable on a transaction in the Accounting line or Posting line, but they are viewable in a journal, such as the Accounting Journal (JACTG).

Centralized and Decentralized Elements

Centralized Organizational COA elements are controlled and maintained centrally and impact all users. Centralized elements provide a uniform set of codes to recognize expense, revenue, and balance sheet transactions across the state.

Decentralized Organizational COA elements are defined and maintained at the department level and provide agencies with the ability to meet their own business tracking, reporting, and budgeting needs.

Request Decentralized Elements

Decentralized COA elements are maintained at a department level. Department level managers with the appropriate security have the ability to add new elements, modify existing elements, and delete existing elements within their departments. The available decentralized COA elements are: Department Object, Department Revenue Source, Location, Activity, Function, Task and others.

Fund Accounting Elements

Fund accounting reflects measures concerning funds and general ledger accounts. There are four elements that must be defined for fund accounting to work properly: Fund, BSA, Object, and Revenue. These four elements enable each fund to have a self-balancing set of accounts sufficient to capture all the reported attributes of a portion of the state's activities and resources.

Organizational Elements

AZ360 includes elements reflecting the organization for Centralized and Decentralized needs. The primary Organizational Structure Element is Department. Cabinet and Government Branch are roll-ups of Department. These three levels create the Centralized Organizational Structure. Additionally, Unit is the lowest level of the Organizational Structure. The optional organizational levels between Department and Unit include: Division, Group, Section, District, and Bureau. Users enter Department and Unit on transactions, and the additional levels are inferred.

Budget Elements

Budget elements consist of Appropriation Category, Appropriation Unit, Fund Group, Fund, Budget Fiscal year and other organizational elements.

Cost Accounting Elements

AZ360 Cost Accounting elements include: Major Program, Program, Phase, Program Period Code, and Funding Profile. Cost Accounting elements are keyed by department and approved centrally.

Other Elements

AZ360 provides other elements for reporting and tracking transactions across different funds and organizations to view how funds have been collected or spent for a certain measure. The programmatic elements are: Location, Activity, Function, Task, Sub Task and Task Order. These additional elements allow users to indicate more details about the transaction.

Interfaces

AZ360 is the financial platform used by the State of Arizona to maintain all accounting information. Other applications, such as Arizona Procurement Portal (APP) and Human Resources Information Solution (HRIS), are used by the state to perform additional business functions and interface with AZ360 by utilizing the same COA code structure.

Arizona Procurement Portal (APP)

APP is the state's procurement and purchasing contract management application. When transactions are created in APP, the accounting information is verified through the integration process with AZ360. Users are able to identify and correct errors before the final approval of the transaction.

Note: All active COA are sent to APP nightly from AZ360. Users must pick the necessary COA from a drop down list in APP.

Human Resources Information Solution (HRIS)

HRIS is an integrated enterprise system used by the State of Arizona to maintain human resources, payroll and benefits transactions. State agencies can also use HRIS to track an employee's position, labor

distribution, and salary and leave usage, which is the source of information for analysis for the state's workforce.

Note: Only selected AZ360 COA elements interface to HRIS on a nightly basis.

For specific instructions on how to interface AZ360 COA elements to HRIS, refer to the quick reference guide (QRG) **Chart of Accounts Elements for HRIS Integration** available at <https://gao.az.gov/resources/training/gao-training-resources>.

Budget Control Overview

Budget levels are the framework on which budget lines are created and maintained. Budget structures exist for Appropriation Controls, Department Budgets, Revenue Budgets, Grants, and Projects. Budget structures in AZ360 work independently; therefore, a Department budget(s) does not have to sum up to the relative Appropriation Control budget. Budget controls differ from this process in that when a transaction is edited for budget availability the transaction will reject if the budget is not available at the Appropriation Control level.

Each budget structure has an associated transaction code. Each budget transaction allows the addition of new budget lines as well as modifications, deactivations, reactivations, and deletion of existing budget lines within a particular budget structure.

There are eleven budget structures that are active in AZ360:

- Budget Structure 60 – Appropriation and Allotment Budget Transaction
- Budget Structure 64 – Revenue Budget 64
- Budget Structure 61 – Expense Budget 61
- Budget Structure 62 – Expense Budget 62
- Budget Structure 63 – Department Expense-Division
- Budget Structure 65 – Expense Budget 65
- Budget Structure 37 – Program Phase Budget 37
- Budget Structure 40 – Program Phase Reimbursable Budget 40
- Budget Structure 38 – Program Period Budget 38
- Budget Structure 39 – Program Period Reimbursable Budget 39
- Budget Structure 66 – Program Period Award

Every budget structure has a different inquiry page for each budget level within the structure. The information displayed on the budget inquiry pages includes the following budget tracking amounts.

Expense Budget Structures (Central and Department):

- Expense Actuals – Amounts for Pre-encumbered, Encumbered, Accrued Expenses, Cash Expenses, Uncommitted, Unobligated, etc.
- Budgeted Amounts – Such as Adopted, Amended, Allocated, Transfers In, Transfers Out, Original Budget, Current Budget, Total Allotted, Year to Date (YTD) Allotments, etc.

Revenue Budget Structures (Central and Department):

- Revenue Actuals – Billed Earned Revenue, Collected Earned Revenue, Collected Unearned/Deferred Revenue, Total Revenue, Unrecognized Revenue, etc.
- Budgeted Amounts – Adopted, Amended, Allocated, Transfers In, Transfers Out, Original Budget, Current Budget, etc.

Grants and Projects budget structures display a combination of the Expense Actuals, Revenue Actuals, and Budgeted Amounts listed above.

Each inquiry page provides drill down capability that opens a window where transactions which have updated the selected budget bucket are listed. Each record has a link to open the transaction. The page also provides a download action to create an Excel file of all transactions for the budget amount being investigated, which can then be saved locally.

Budget Structures in AZ360

Table 1 below provides a list of key COA elements used in the Central and Department budget structures.

Table 1: COA Elements Used in Budget Structures

AZ360 COA Elements	
Budget Fiscal Year (BFY)	Object
Fund Group	Revenue Source
Department	Department Revenue Source
Unit	Fiscal Year
Appropriation Category	Accounting Period (APD)

Across all budget structures, there are several additional COA elements used that are not listed above. For a complete list, review the Budget Inquiry screens for each budget structure.

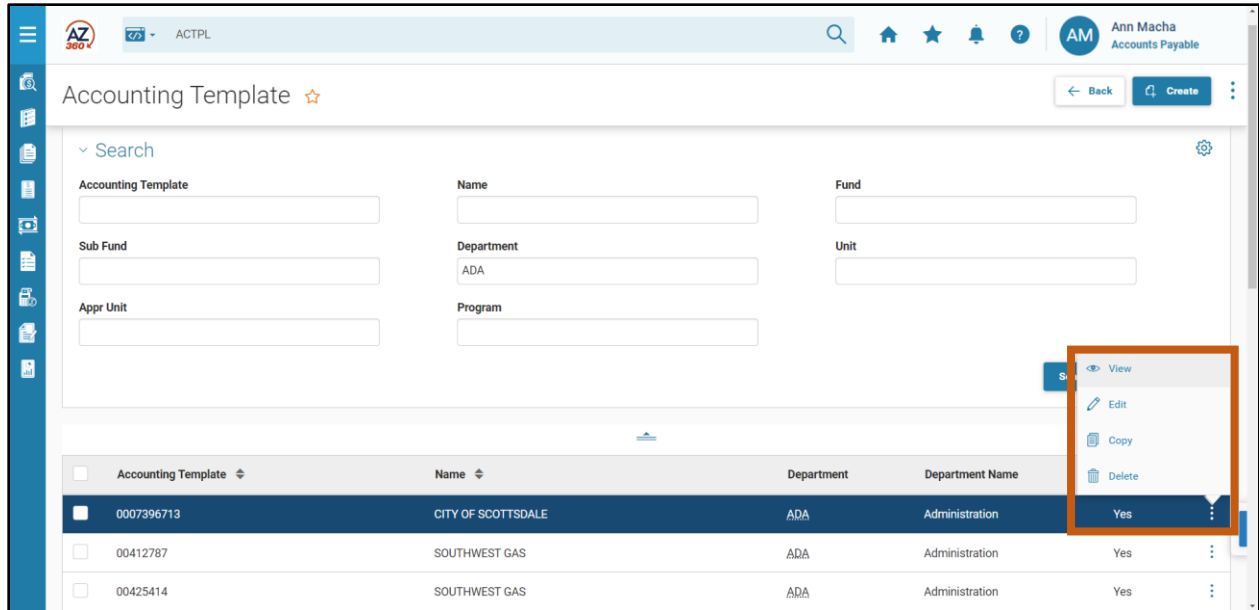
Accounting Templates and Functions

In AZ360, transaction data entry requires that accurate information be entered in order for the process to be as efficient as possible. There are two tools in AZ360 that help reduce both the time required to complete data entry and the number of errors committed in the process.

Accounting Templates (ACTPL)

Accounting Templates allow authorized users to create a template of COA elements with a unique name for identification. The Accounting Template COA string can then be used to generate or infer information on the Accounting line and Accounting COA section of specific transactions.

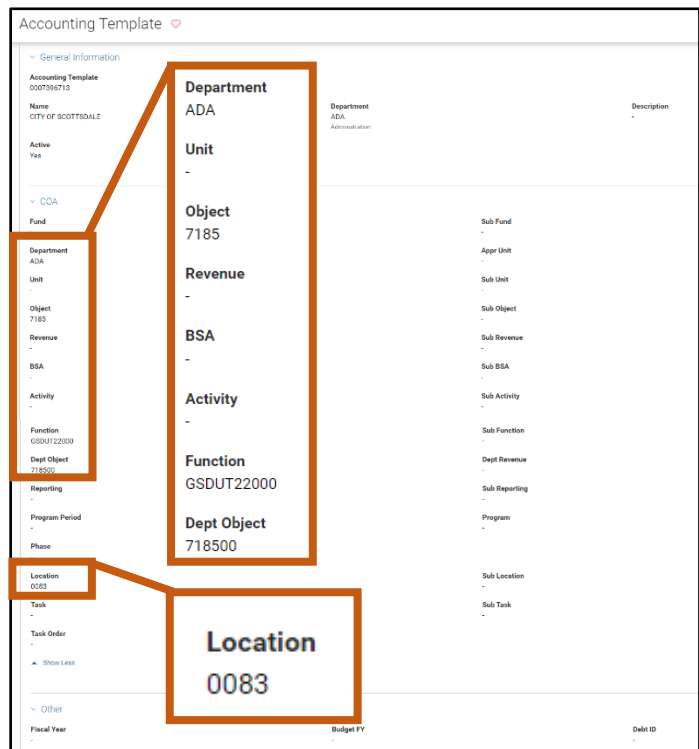
To view the COA that are inferred by the Accounting Template, navigate to the ACTPL page in AZ360, locate the Accounting Template being researched by entering identifying information in the Search window, click the row 3-dot menu on the blue Accounting Template line, and select View.



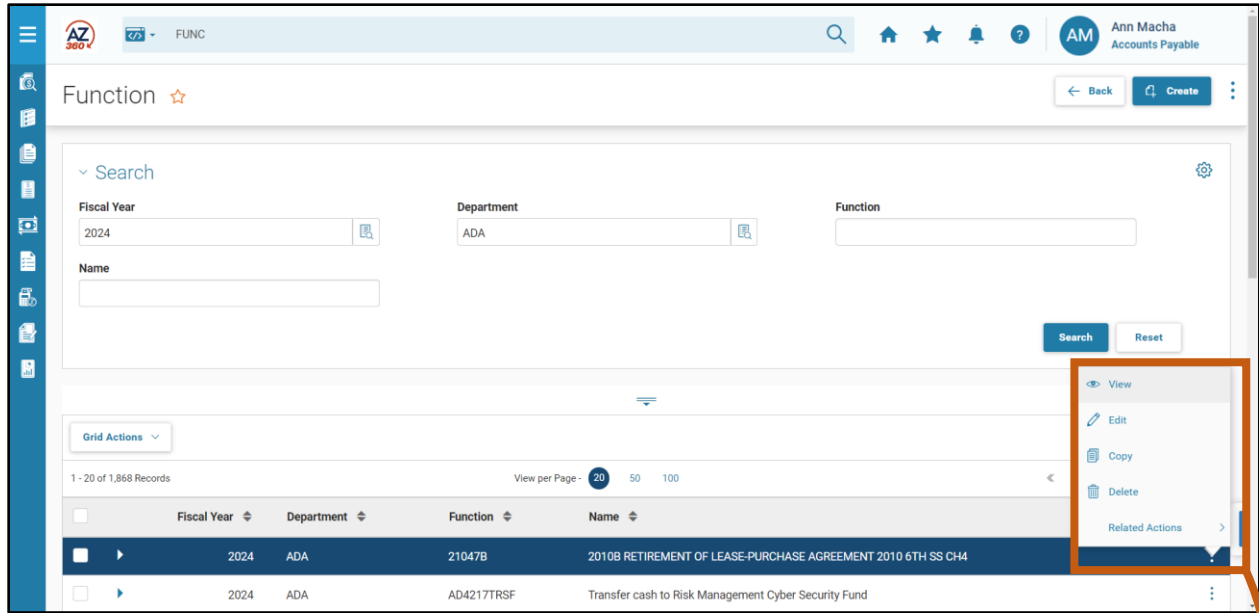
When an Accounting Template is entered, the information on the Accounting line is automatically generated once the transaction is validated. The generated Accounting line information contains the COA elements that are part of the template. Accounting Templates can be configured by, and are unique to, each department. Accounting Templates use a *soft inference*, meaning that the template elements only fill in values for blank fields and do not overwrite elements that are manually coded or inferred by hard inferences into transaction fields.

Functions (FUNC)

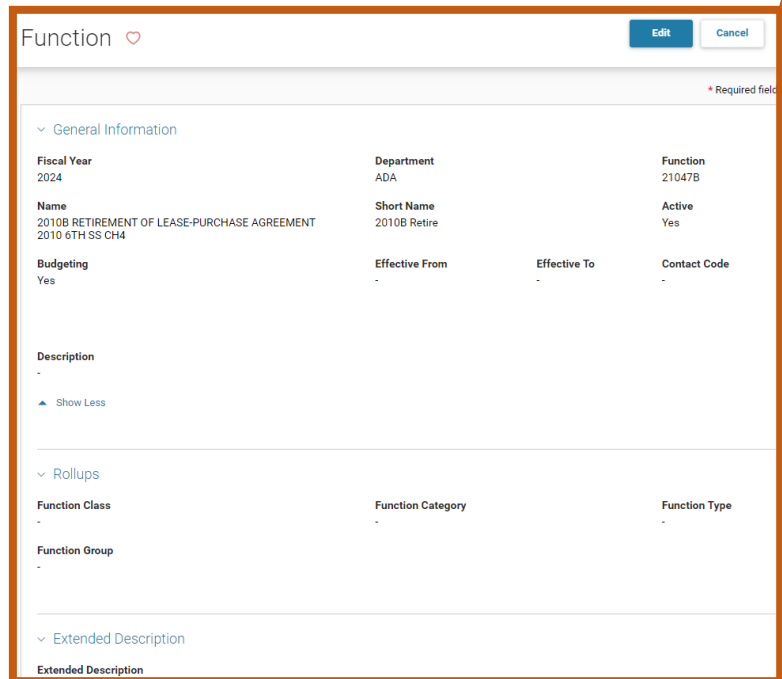
Functions are used to infer COA element values based on each department. Function inference uses a *hard inference* when a Function code is selected on the Accounting line, meaning that fields inferred by a Function override fields that have been manually entered. Functions are the preferred method of accounting data entry because they are less susceptible to error than Accounting Templates or manual entry.



To review details regarding a Function navigate to the FUNC page in AZ360, locate the Function being researched by entering identifying information in the Search window, click the row 3-dot menu on the blue Function line, and select View.



The COA elements that are inferred by a Function can be viewed on the Function Inference (FUNCINF) page. For more information on Accounting Templates, Functions and FUNCINF page, see the “General Accounting (GA) Basics” section of the **AZ360 Manual – General Accounting** available at <https://gao.az.gov/resources/training/gao-training-resources>.





Navigating in AZ360

AZ360 includes navigation panels to help users access information in the system. In this section, users will learn how to access and move through AZ360. Users will also learn specific navigation techniques and terminology and how to access the online Help system.

Accessing AZ360

AZ360 is accessed via a web browser directed to the web portal login and users must have an active AZ360 account to gain access. To access AZ360, ensure the following:

- User has internet access and a compatible web browser (Chrome or Microsoft Edge)
- Popup Blocker is disabled
- User has an ID and password

Log In to AZ360



Scenario 1.

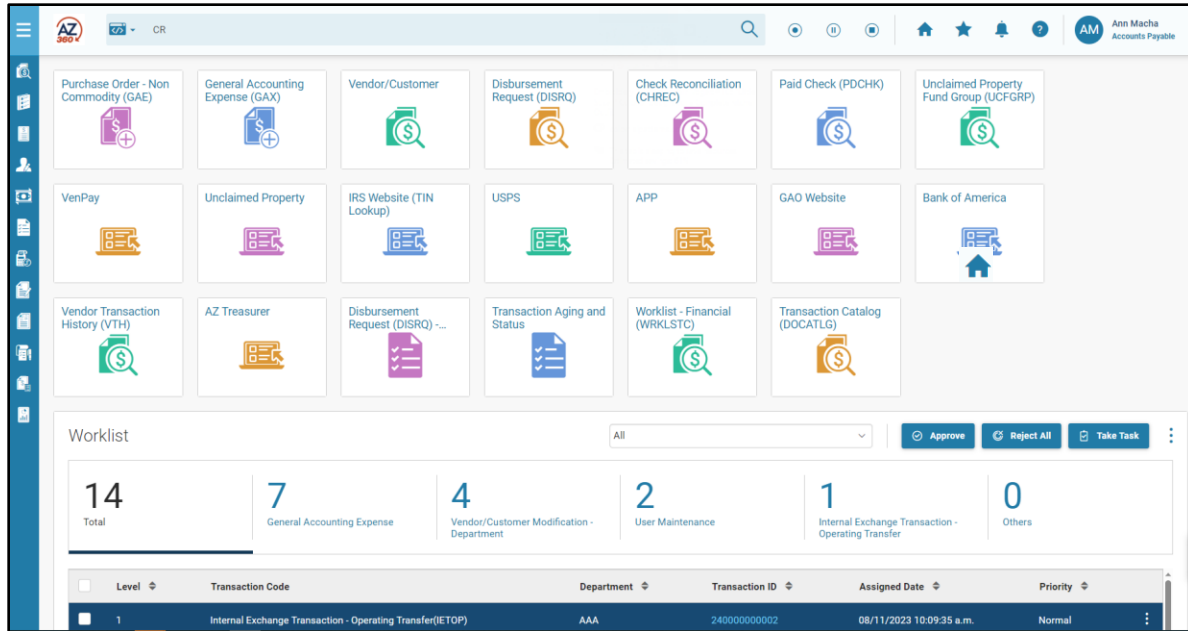
As a new user, log in to the AZ360 application.

Log in to the AZ360 application.


1. Open an internet browser window.
2. In the **Search** window, enter the address for the AZ360 website.
3. Press **Enter**.

The AZ360 login page opens.

1. In the **User ID** field, enter the user's Employee Identification Number (EIN) or Personal Identification Number (PIN).
2. In the **Password** field, enter the user's AZ360 password (Note: Passwords are case sensitive).
3. Click the **Sign In** button. AZ360 opens to the AZ360 Home Page.



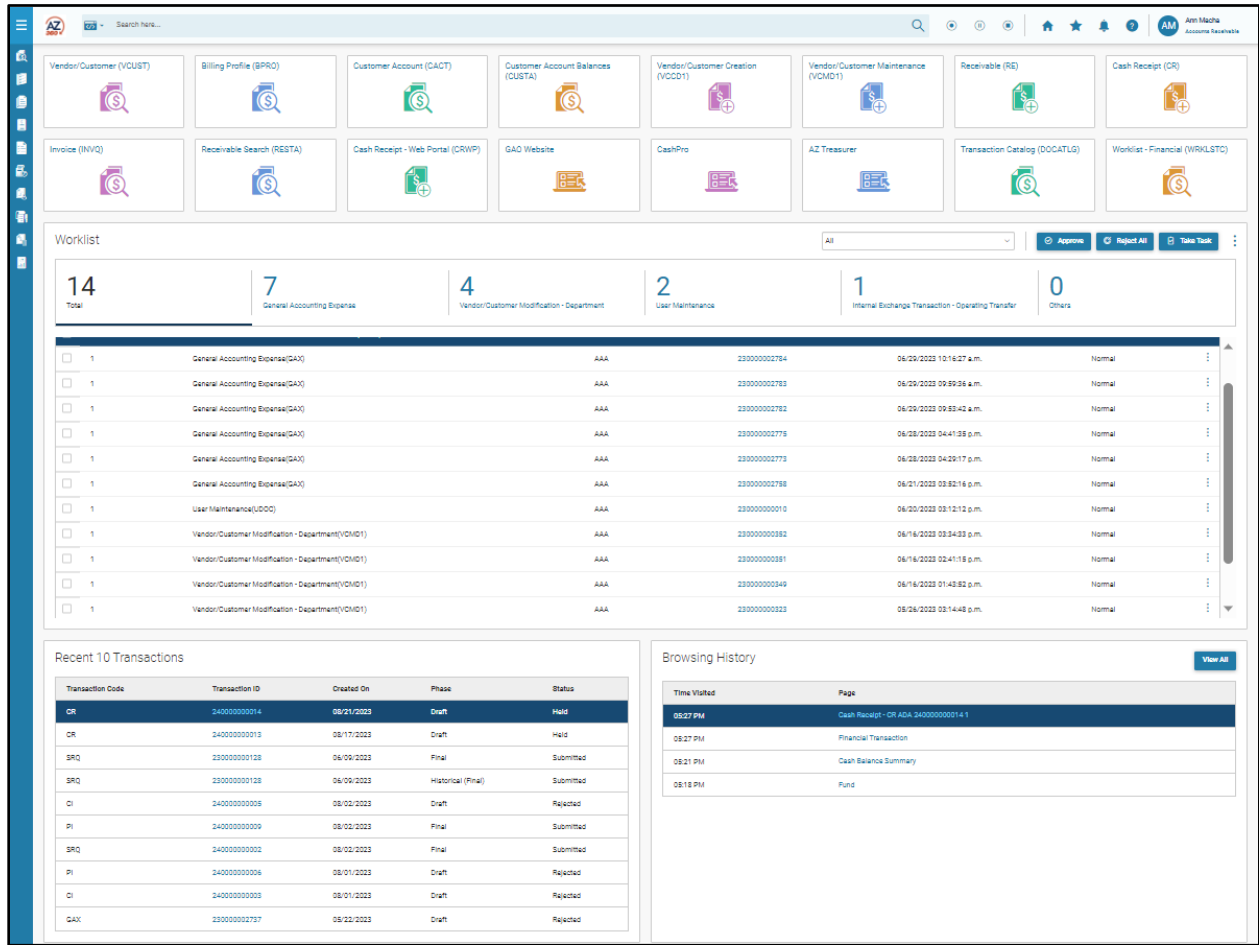
Home Page and the Primary Navigation Panel

The AZ360 Home page is the first page displayed when users log into the system and is based on the user’s primary business role. Each business role has an associated home page that contains a combination of quick links to application pages, widgets that display both common and business area information, and various other types of media. Users can access the Home Page at any time by selecting the Home icon () in the Global Navigation bar.

Note: Right-click on the Home icon and users are given options to open the AZ360 application in a new tab or a new window.

A home page contains:

- Quick links that open the most commonly-used system pages (reference, inquiry, create a transaction, or analytics)
- Primary Navigation Panel
- Worklist widget showing transactions in a user’s worklist.
- Other common widgets that may be available on the Home Page:
 - Recent 10 Transactions
 - Browsing History



The screenshot displays the AZ360 Home Page interface. At the top, there is a search bar and a navigation bar with icons for various functions. Below this, there are several quicklink tiles for tasks like Vendor/Customer (V/CUST), Billing Profile (BPRO), Customer Account (CACT), etc. The main section is a 'Worklist' table with a summary row showing 14 total items, categorized into General Accounting Expense (7), Vendor/Customer Modification - Department (4), User Maintenance (2), Internal Exchange Transaction - Operating Transfer (1), and Others (0). Below the Worklist are two smaller tables: 'Recent 10 Transactions' and 'Browsing History'.

Count	Category
14	Total
7	General Accounting Expense
4	Vendor/Customer Modification - Department
2	User Maintenance
1	Internal Exchange Transaction - Operating Transfer
0	Others

Transaction Code	Transaction ID	Created On	Phase	Status
CR	24000000014	08/21/2023	Draft	Hold
CR	24000000013	08/17/2023	Draft	Hold
SRQ	23000000128	06/09/2023	Final	Submitted
SRQ	23000000128	06/09/2023	Historical (Final)	Submitted
CI	24000000005	08/02/2023	Draft	Rejected
PI	24000000009	08/02/2023	Final	Submitted
SRQ	24000000002	08/02/2023	Final	Submitted
PI	24000000006	08/01/2023	Draft	Rejected
CI	24000000003	08/01/2023	Draft	Rejected
GAX	230000002737	08/22/2023	Draft	Rejected

Time Visited	Page
08:27 PM	Cash Receipt - CR ADA 24000000014
08:27 PM	Financial Transaction
08:21 PM	Cash Balance Summary
08:18 PM	Fund

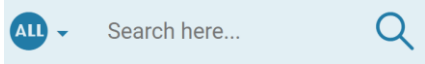

Home Page Tools





Each Home page is design to assist users in their daily tasks. Using the Global Navigation bar, Primary Navigation Panel, quicklinks, and widgets, users can find the pages that they need.

Global Navigation Bar

The Global Navigation bar is located at the top of the Home page and contains icons and links, identified in Table 2 below, that enable access to pages and information in AZ360.

Table 2: Elements of the Global Navigation Bar

<p>Global Search</p> 	<p>Use this field to quickly navigate to most pages in AZ360 by entering the Page Code. Entering the Page Code for a table or inquiry will display that page. Entering the Transaction Code for a transaction will open the Financial Transaction Catalog. Refer to the “Error! Reference source not found.” section below for more information.</p>
<p>Home Page</p> 	<p>Click the Home icon to return to the Home page.</p>

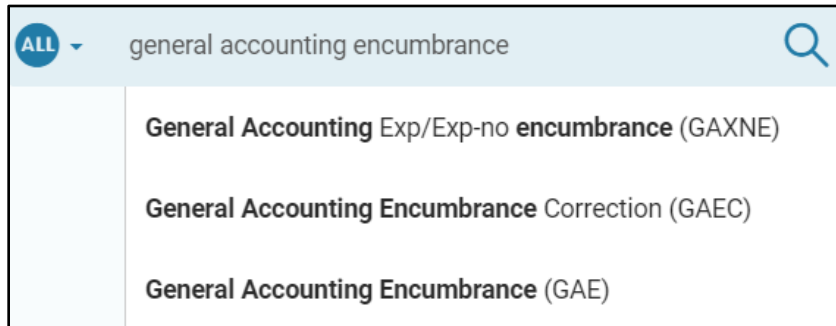
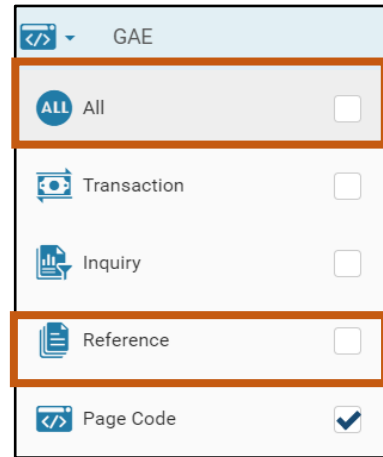
<p>Bookmarks</p> 	<p>Bookmarks must be configured in the application in order for the option to display. From a page, click the bookmark icon to add the page to users' bookmarks</p>
<p>Alerts</p> 	<p>Click to view any alerts that have been issued. Click the Alerts icon to display a list of unread alerts. Click View All to view received alerts or create alert, if allowed.</p>
<p>Help</p> 	<p>Click the App Help icon to open the online help system.</p>
<p>User Profile</p> 	<p>Click the User Profile field to:</p> <ul style="list-style-type: none"> ▪ Switch between Business Roles (if assigned) ▪ Update Account Settings including password management and security questions ▪ Sign out of the application

Global Search


The Global Search bar works in two methods: Text or Page Code. Click All to use the Text search, click Page Code to search by page code.

Text Search

The text searching method goes against the currently selected business role by default. Entering text starts a search against the business activities and system resource targets not only by name but also by description. Any matches found are displayed beneath the Global Search field. Users can click the page's name to transition to that page.



If no match is found with a text search, then users are transitioned to an Advanced Search page. Users can also access this page by selecting the magnifying glass icon in the Global Search field. In the Advanced Search section users can select one or more roles to search simultaneously as well as select All Roles by clicking the Expand caret. Within a role, a search can be narrowed down to one or more business activities. The results appear beneath the Advanced Search section.



Advanced Search

Business Roles

- All Roles
- Vendor Management
- Inventory Management
- Asset Management
- Allocations Management
- Accounts Receivable
- Travel Management

Business Activities

- Debt Management
- Grants and Cost Accounting
- Budget Management
- General Accounting
- Read Only
- Accounts Payable

Business Activities

- Transactions (1)
- Encumbrances (1)
- Internal Transfers (1)

Page Code Search

When searching by Page Code, any matches found are displayed beneath the Global Search field. Users can click the page's name to transition to that page. If no match is found that matches the Page Code entered, then a message appears beneath the Global Search field indicating that no match was found.

Page Search provides access to all inquiries, tables, and transactions. Inquiries are the most commonly used function for Page Search. Entering information into multiple fields will narrow down the results that are returned, the following fields are available:

Page Code	Description
GAE	Purchase Order - Non Commodity
GAEC	GA Encumbrance Correction
GAEIV1	Purchase Order - Non Commodity - APP
GAEIV2	Encumbrance - Non Commodity Budget Check - APP
GAERM	Purchase Order - Risk Management
GAETRI	Purchase Order - Real Estate

- Category – Drop down menu that indicates which functional grouping a page belongs to.
- Page Type – Drop down menu used to select one of the three different page types (Transactions, Reference tables, or Inquiries).
- Description – Enables the user to enter all or part of the name of a page.
- Page Code – Enables the user to enter the page code assigned to a page.

Wildcard Usage

Users may enter wildcards (*) for partial values. The wildcard character (*) can be placed before, after, or anywhere in between a word or code to expand information returned in the search. After entering search criteria, click Browse to display the results.

Text can be typed in upper or lower case (all text is automatically converted to upper case for the search parameter). Entering an exact value (name, date, description, etc.) in a field limits the search results.

Commas can be used to provide multiple search criteria. For data that contains commas, enclose the search criteria within single quotes. For example, enter 'Construction, Inc.' in the Vendor field in order for the criteria to be treated as one entry.

A wildcard is a character that can be used to represent one or many characters when specifying search criteria in AZ360. Range characters can be used to narrow search results. Wildcard and Range characters are shown in Table 3.

Table 3: Wildcard and Range Characters

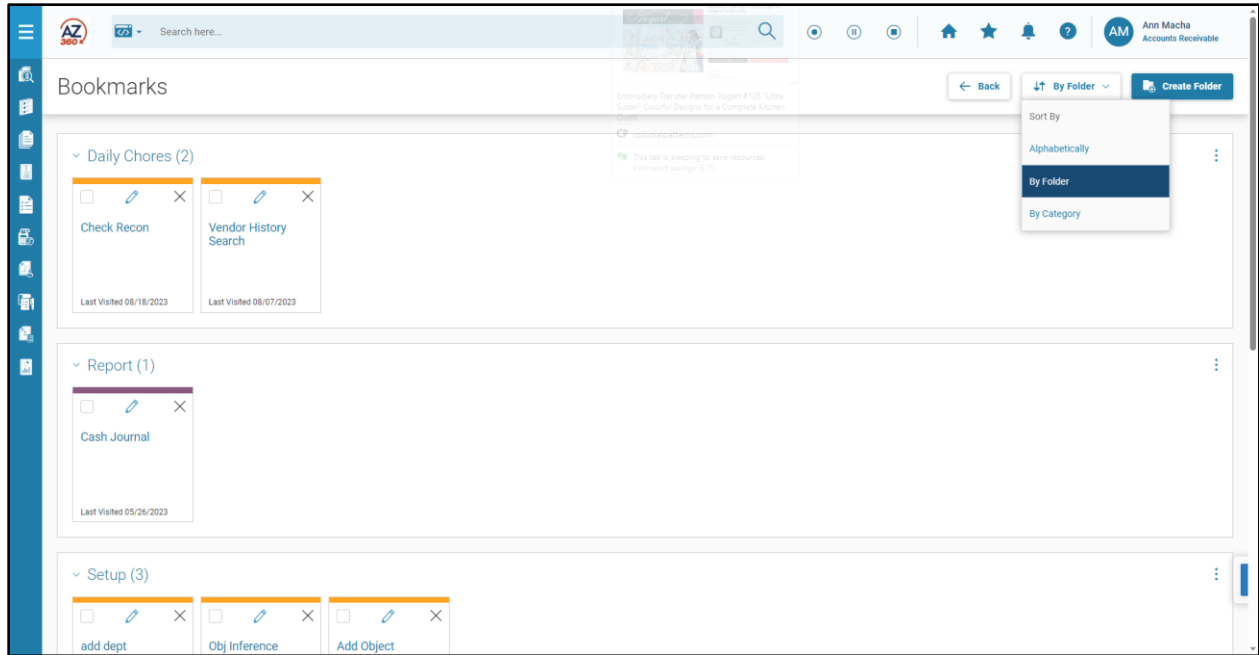
Wildcard/Range Characters	Example
Asterisk (*)	If 01* is entered, the system returns all records that begin with 01. The asterisk can be entered at the beginning, middle, or end of the search criteria.
Colon (:)	If 10/1/2023 : 10/15/2023 is entered in the Created On field on the Financial Transaction Catalog, all transactions created on or after 10/1/2023 and on or before 10/15/2023 are returned in the search.
Greater Than (>)	If > 10/15/2023 is entered in the Created On field on the Financial Transaction Catalog, all transactions created after October 15, 2023 are returned in the search.
Greater Than or Equal To (>=)	Adding the equal sign after the greater than symbol (>=) results in transactions created on or after October 15, 2023 being returned in the search.
Less Than Sign (<)	If < 1/15/2022 is entered in the Created On field on the Financial Transaction Catalog, all transactions created before January 15, 2022 are returned in the search.
Less Than or Equal To (<=)	Adding the equal sign after the less than symbol (<=) results in transactions created on or before January 15, 2022 being returned in the search.

Bookmarks

The Bookmark icon on the Global Navigation bar displays a list of pages that users have marked as a bookmark. Users can navigate directly to a bookmarked page by selecting the bookmark name. Users can manage the bookmarks by selecting the Manage Bookmarks link, which appears after selecting the Bookmark icon on the Global Navigation bar. On the Manage Bookmarks page users can view all bookmarks that users have created in AZ360. This page provides three views:

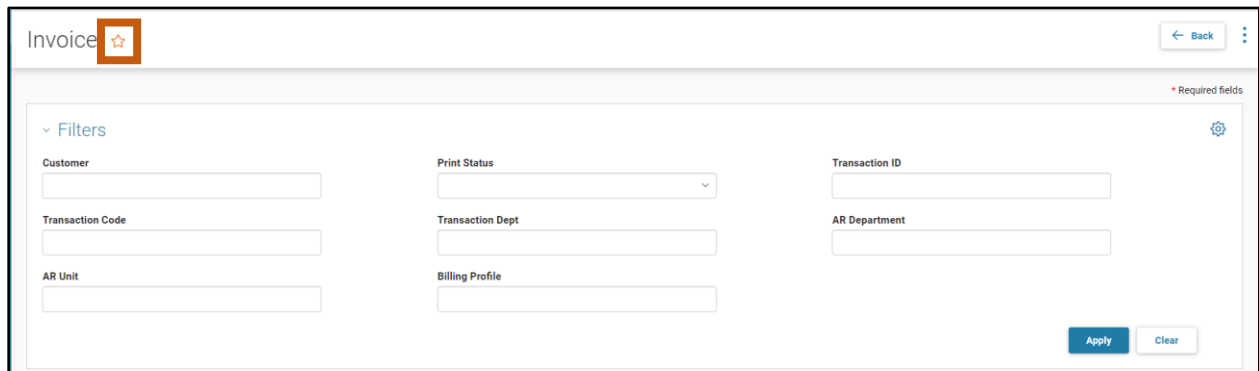
- Alphabetically – Users can sort the bookmarks alphabetically to see an alphabetical list of all bookmarks.
- By Folder – If users have created bookmark folders, then users can select By Folder to see all bookmark folders. Users can then expand the folders to view any bookmarks added to that folder.
- By Category – This view allows users to view bookmarks by category (for example, Inquiries, Reference Tables, or Transactions).

The Create Folder button allows users to add bookmark folders. Once a folder is added, users can move existing bookmarks to the folder from this page. In addition, when new bookmarks are created, users can select this new folder. Users can rename folders if the view applied to the page is By Folder. Select Rename folder from the folder's menu, enter the new folder name and select OK. Users can delete folders by selecting Delete Folder from the folder's menu.



Users can move a bookmark to an existing bookmark folder by selecting the pencil icon on the bookmark's card. This opens a new window that allows users to select a different folder. Users can also rename the bookmark via this window. Users can also move a bookmark or multiple bookmarks to a different folder by selecting the bookmark's check box (when in By Folder view) and then select Move to Folder from the menu. A new window opens that allows users to select the new folder for all selected bookmarks. Users can delete a bookmark by selecting the X icon for the bookmark's card. A pop-up window will require users to verify that users want to remove the record. Users can also select the check box for a bookmark card or multiple bookmark cards and then choose Delete Selected from the menu.

If users want to add a new bookmark for a page, then select the Star icon next to the page's name. A popup window allows users to provide a personalized name for the page and it allows users to specify the folder. Users can then link directly to the page or transaction by selecting the Bookmark icon (★) from the Global Navigation bar and then select the bookmark from the pop-up list. If the bookmark was added to a folder, then users must select the folder from the bookmark list and then select the desired bookmark.




Alerts

Alerts are used to send messages in AZ360. Alert messages can be used to notify all users, groups of users, or specific users. The sending of alerts is primarily a system administration task and not

something that individual users interact with except to consume what is sent to them. Examples of alerts:


- Alert message “AZ360 will be coming down for maintenance at 6:00 PM tonight. All users must log out of the system by that time.” can be sent to all users in the system.
- Alert message “Users password will expire in 12 days.” Can be sent when a user logs in and his/her password is expiring
- Alert message “Budget Analysts please submit users Budget Amendments no later than noon on the 10th day of session” can be sent when users that belong to the Budget Analysts role log in.

[Accessing Alerts](#)

When the alert icon () in the Global Navigation area has a red circle with a number, the number indicates the number of alerts users have received but not read. Selecting the alert icon will open a listing of New Alerts. The X icon will remove the icon from the New Alerts listing, but does not delete the alert from user’s ‘inbox’ of alerts. That full listing of alerts can be opened from the View All button at the bottom of the New Alerts listing. The Alerts page is opened to the Received tab, displaying all alerts that have not expired or personally deleted.

When an Alert is sent with a priority of Critical, if users are logged in then the message will pop up over what users are currently viewing. If not logged in, the alert will appear at the next login, given it has not already expired. The notification includes an OK link that takes users to the New Alerts listing.

[Using Help](#)

The Help icon () on the Global Search bar opens in a separate window. The Online Help window has its own navigation panel on the left which includes a Table of Contents and a Search feature. Access these features by clicking the Show Full Help Menu link. Once a topic is selected in the Table of Contents, the article will display in the Main Content Pane. Some articles may contain links to other related articles for reference.

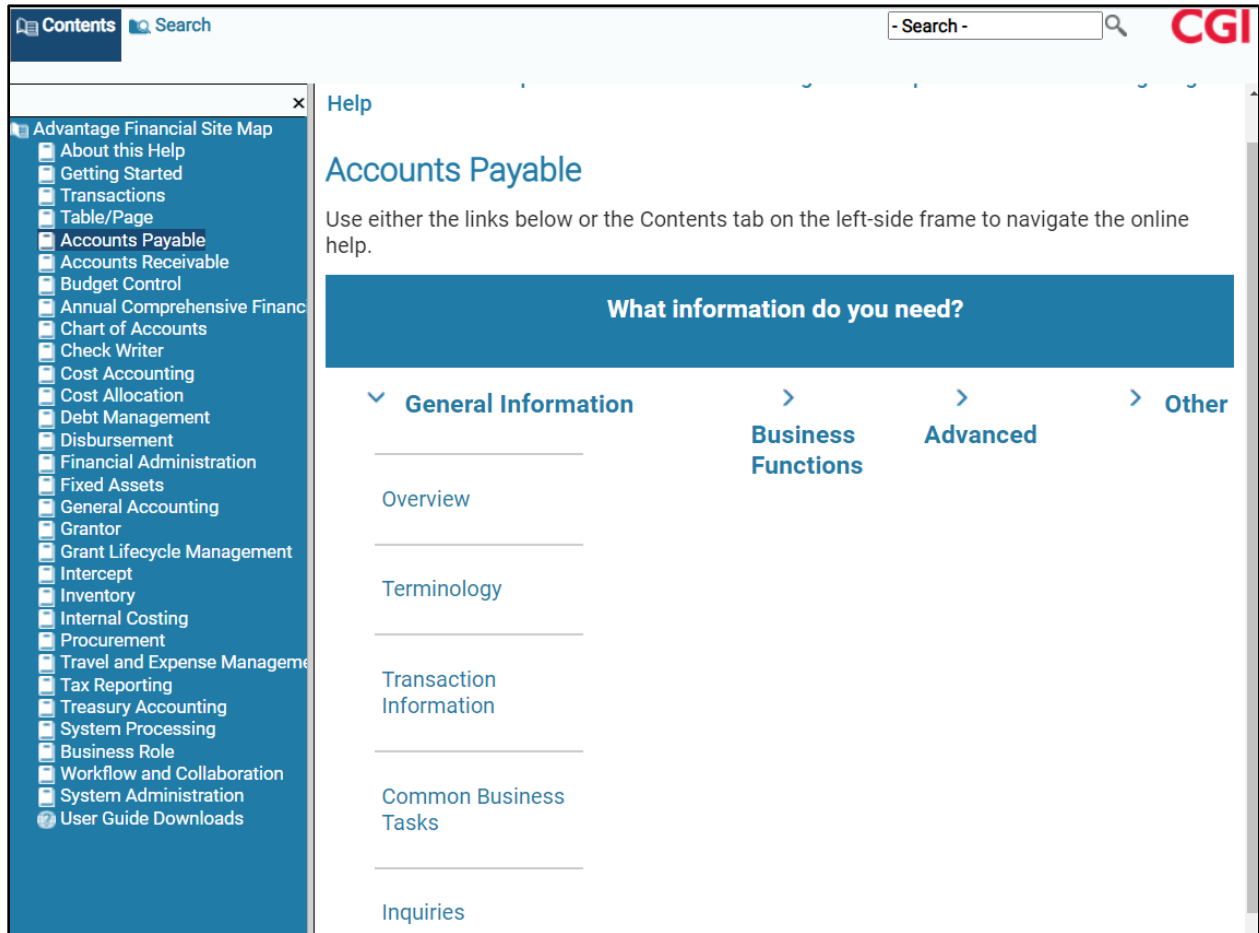
[Online Help Contents](#)

With Contents selected, clicking the General Information, Business Areas or Advanced links will expand a list of help topics. These help topics contain further expandable links to information on each topic. The help contents include:

- About this Help
- Getting Started
- Transactions
- Reference Pages
- PDF Downloads (PDF version of the online User Guides): Overview, Business Area, Run Sheets and System Administration.
- Functional areas: Accounts Payable, Accounts Receivable, Budgeting, Chart of Accounts, Check Writer, Cost Accounting, Cost Allocation, Debt Management, Disbursement, Fixed Assets, General Accounting, Grant Lifecycle Management, and Investment Accounting (listed as Treasury Accounting in the Search window).
- System Administration
- System Processing
- Business Role
- Workflow and Collaboration

Clicking a topic area, for example Accounts Payable, further expands and displays the subtopics. A corresponding page opens on the right, with each click in the left column. Within each topic area, the following information may be included.

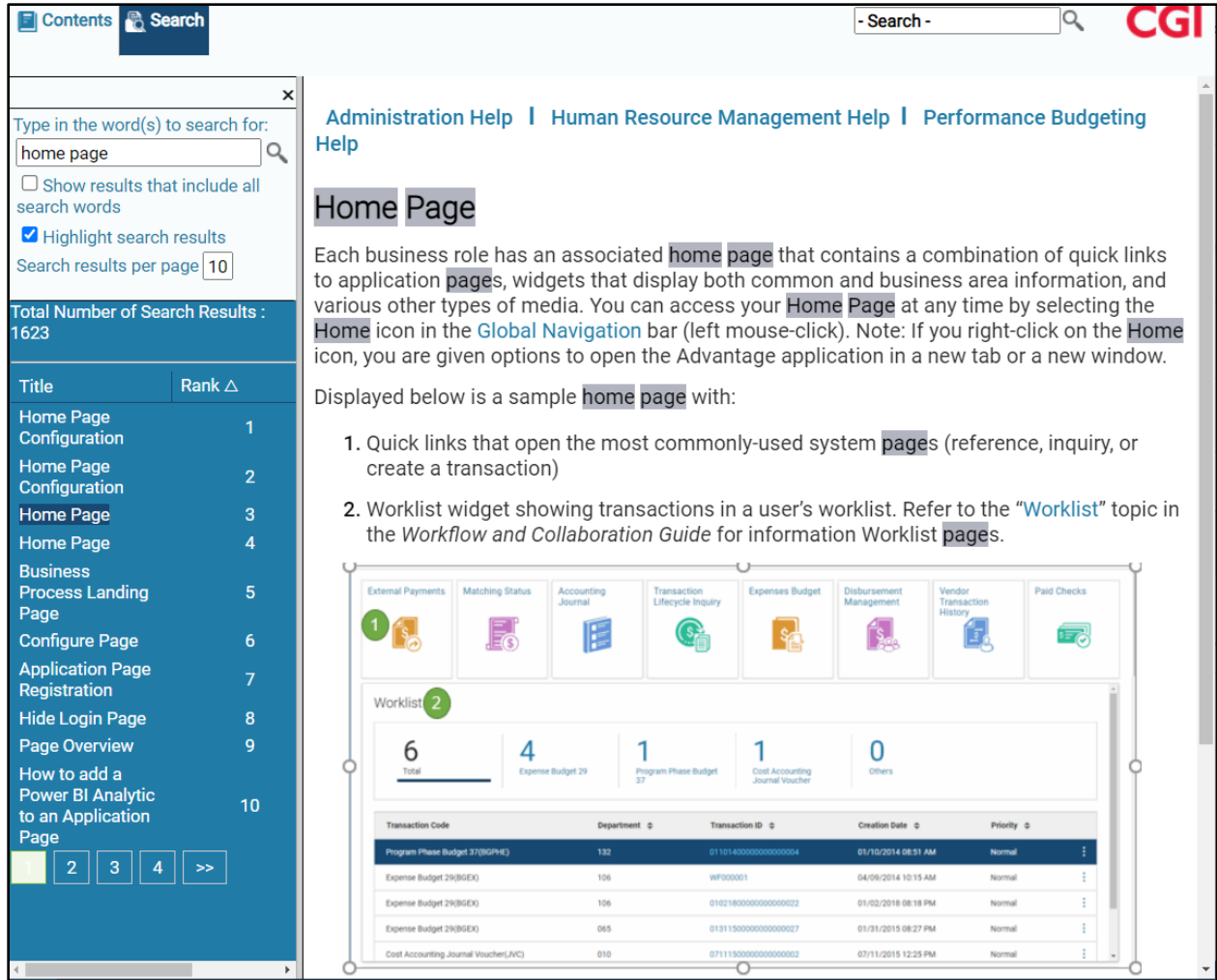
- Overview
- Terminology
- Transaction Information
- Common Business Tasks
- Inquiries



If more help is needed, click the Search button located at the top left of the window. When the Search button is clicked, a search field appears in the left column. Using the Search functionality generates a list of the word(s) and their location in Application Help. Search options allow users to:

- Highlight the search criteria in the search results to easily identify the location of the word(s) in the text.
- Specify how many search results display in the left-hand column.

Clicking the result in the left column displays the corresponding page on the right.



The screenshot shows a search interface with a search bar containing 'home page'. The search results are displayed in a table with columns for Title and Rank. The top results are 'Home Page Configuration' (Rank 1), 'Home Page' (Rank 2), 'Home Page' (Rank 3), 'Home Page' (Rank 4), 'Business Process Landing Page' (Rank 5), 'Configure Page' (Rank 6), 'Application Page Registration' (Rank 7), 'Hide Login Page' (Rank 8), 'Page Overview' (Rank 9), and 'How to add a Power BI Analytic to an Application Page' (Rank 10). The search results per page are set to 10.

The main content area displays the 'Home Page' article. It includes navigation links for 'Administration Help', 'Human Resource Management Help', and 'Performance Budgeting Help'. The article text states: 'Each business role has an associated home page that contains a combination of quick links to application pages, widgets that display both common and business area information, and various other types of media. You can access your Home Page at any time by selecting the Home icon in the Global Navigation bar (left mouse-click). Note: If you right-click on the Home icon, you are given options to open the Advantage application in a new tab or a new window. Displayed below is a sample home page with:

1. Quick links that open the most commonly-used system pages (reference, inquiry, or create a transaction)
2. Worklist widget showing transactions in a user's worklist. Refer to the "Worklist" topic in the Workflow and Collaboration Guide for information Worklist pages.

The sample home page includes a grid of quick links: External Payments, Matching Status, Accounting Journal, Transaction Lifecycle Inquiry, Expenses Budget, Disbursement Management, Vendor Transaction History, and Paid Checks. Below this is a Worklist widget showing a total of 6 transactions, with a breakdown: Expense Budget 29 (4), Program Phase Budget 37 (1), Cost Accounting Journal Voucher (1), and Others (0). A table below the worklist shows transaction details:

Transaction Code	Department	Transaction ID	Creation Date	Priority
Program Phase Budget 37(BGPHC)	132	01101400000000000004	01/10/2014 08:31 AM	Normal
Expense Budget 29(BGEX)	106	WF000001	04/09/2014 10:13 AM	Normal
Expense Budget 29(BGEX)	106	010218000000000000022	01/02/2018 08:18 PM	Normal
Expense Budget 29(BGEX)	065	013115000000000000027	01/31/2015 08:27 PM	Normal
Cost Accounting Journal Voucher(JVC)	010	071115000000000000002	07/11/2015 12:23 PM	Normal

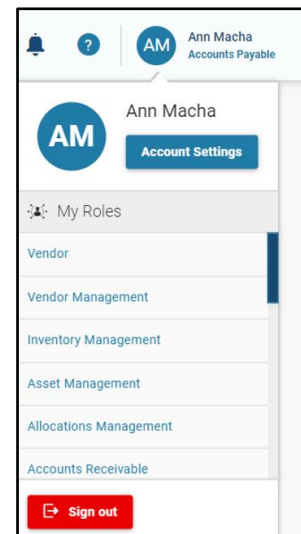
User Profile

The User Profile is accessed by clicking anywhere in the User Profile area in the Global Navigation bar. When the User Profile area is expanded users can view a list of all roles assigned to users. Users can switch to a different role by selecting the role from the list. Users can log out of AZ360 by selecting the Sign Out button. Users can modify personal settings by selecting the Account Setting button, which transitions users to the Account Settings page.

Account Settings

The Account Settings page is divided into the following tabs:

- Personal Information – The Personal Information tab displays the user's name, email, and contact information. Users must contact a site administrator to change any of this information.
- Password Management – The Password Management tab allows users to change their AZ360 password. Users must enter their current password in the Current Password field and then enter their new password in the New Password and Confirm Password fields. Select Save to save the new password.



The screenshot shows the Account Settings page for Ann Macha. The page includes a header with the user's name and role (Ann Macha, Accounts Payable) and a profile picture. Below the header is a list of roles: Vendor, Vendor Management, Inventory Management, Asset Management, Allocations Management, and Accounts Receivable. A red Sign out button is located at the bottom of the page.



- Security Question Management – The Security Question Management tab allows users to set up a security question and answer that will be used if users forget their AZ360 password or users are locked out of AZ360. Select Save to save users changes to this tab.
- Preferences – The Preferences tab allows users to modify their usability preference settings for tabbing. If the Enable Auto Tabbing check box is selected, then users can skip icons such as the calendar icon and the pick list icon, while tabbing. Once users save the preference it stays until users change it. This feature is applicable across all transactions and pages in AZ360. Select Save to save users changes to this tab.
- Change Alert Notification Settings – The Change Alert Notification Settings tab allows users to change their Alert Email Notification setting and their Email Address for receiving the notifications. The Alert Email Notification feature provides the ability for users to receive an email when an Alert is sent in AZ360. Select Save to save users changes to this tab.
- Business Roles Preferences – The Business Roles Preferences allows user to set the preferences for their Primary Business Role and configuring the Display Order of the assigned Business Roles. After sign out and login, the user lands to the Business Role with Primary field set as "Yes". The Display Order values can be numeric starting with Zero (0). This field decides the order in which the Business Roles appear in the user profile menu, with low values at the top.

Account Settings

Ann Macha
User ID: amacha

Save Save & Close Cancel

Personal Information Password Management Security Question Management Preferences Change Alert Notification Settings Business Roles Preferences

~ User Information

First Name	Last Name	
Ann	Macha	

~ Contact Information

Phone	Extension	Email	Locality
.	.	ann.macha@cgi.com	.
Room			
.			

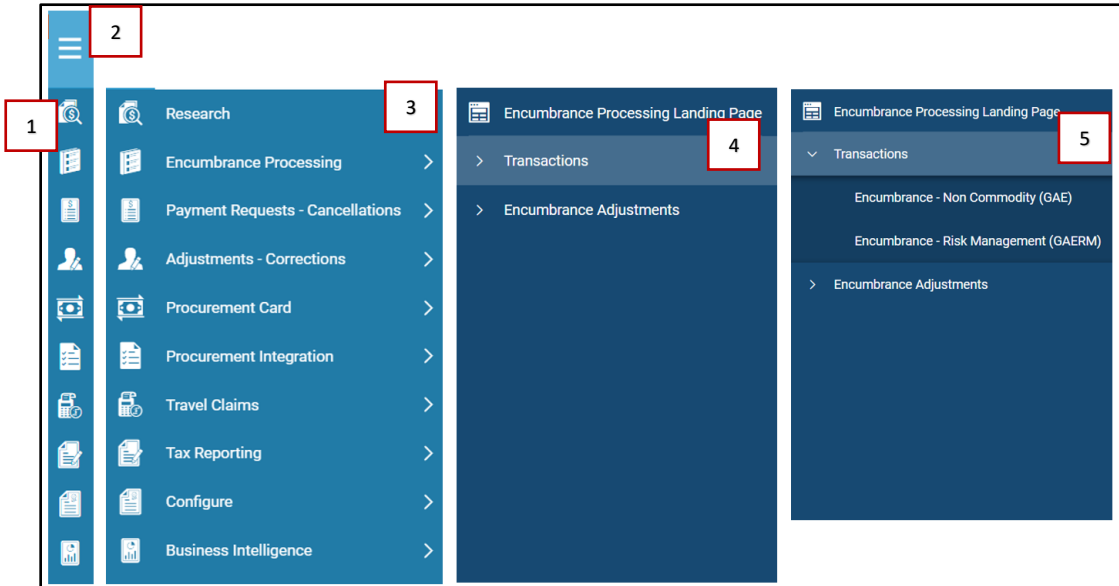
* Required fields

Primary Navigation Panel

The Primary Navigation Panel appears on the left side of the window. Each business role provides some amount of navigation available from the Primary Navigation. Business process and business activity are organizational folders that help to arrange the system resource targets. To view business processes, activities and resource targets for a different assigned role, select the business role via the User Profile area in the Global Navigation panel.

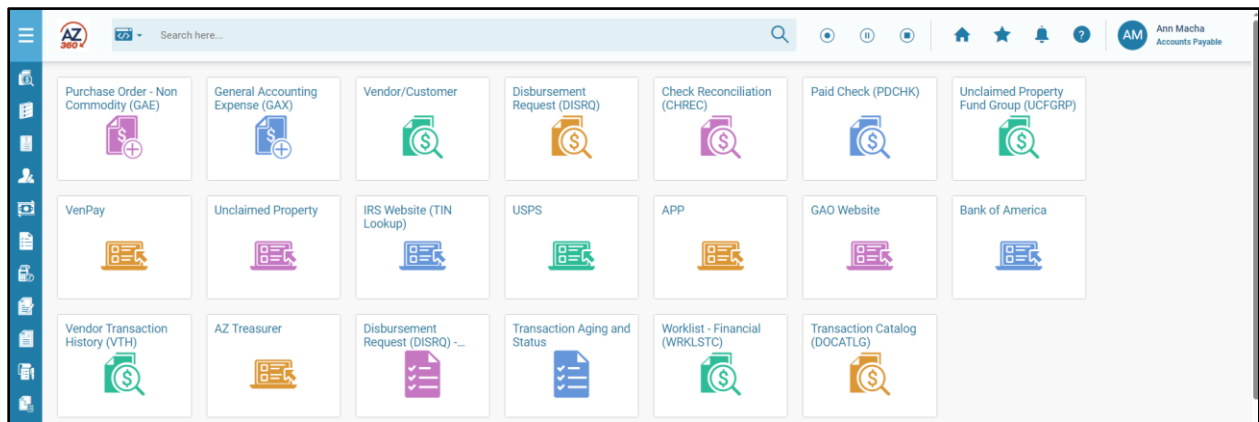
1. Navigation starts with an icon for each business process within a business role.
2. A 'hamburger' menu icon to expand the first navigation level.
3. Business process names.

4. Each business process has a menu level beneath it called business activity. The Encumbrance Processing Landing Page business process has been expanded to show the business activities within the process.
5. The Encumbrance Processing business activity has been expanded to show the system resource targets available.



Quicklinks

Quicklinks are associated with a business role. When a user selects a Business Role, the home page is refreshed and the quicklinks associated with the home page display. A quicklink can take the user to a specific page in AZ360 or to an external website. To open a quicklink, click the tile.



Widgets

A Widget is a specialized content area/container within a page, which is used to provide high-level information. AZ360 has 3 base types of widgets; Worklist, Recent 10 Transactions, and Browsing History.

- Worklist – This widget provides access to the worklist. Based on security, users may or may not be able to access the worklist.



- Recent 10 Transactions – AZ360 keeps track of the 10 most recent transactions that a user has accessed. Click the Transaction ID to open the transaction.
- Browsing History – This widget tracks the pages that have been visited since logging in to AZ360. To return to a recently accessed page select the page name from the list of pages. The pages are listed in the order they were accessed, starting with the most recent page listed at the top. Once a user logs out, the pages are removed. Upon logging back in, the pages visited are stored again.

Worklist

14 Total | 7 General Accounting Expense | 4 Vendor/Customer Modification - Department | 2 User Maintenance | 1 Internal Exchange Transaction - Operating Transfer | 0 Others

Level	Transaction Code	Department	Transaction ID	Assigned Date	Priority
1	Vendor/Customer Modification - Department (VCM01)	AAA	23000000332	06/16/2023 03:34:33 p.m.	Normal
1	Vendor/Customer Modification - Department (VCM01)	AAA	23000000331	06/16/2023 02:41:13 p.m.	Normal
1	Vendor/Customer Modification - Department (VCM01)	AAA	23000000349	06/16/2023 01:43:52 p.m.	Normal
1	Vendor/Customer Modification - Department (VCM01)	AAA	23000000329	05/24/2023 09:14:48 p.m.	Normal

Recent 10 Transactions

Transaction Code	Transaction ID	Created On	Phase	Status
CR	24000000014	06/21/2023	Draft	Held
CR	24000000013	06/17/2023	Draft	Held
SRQ	23000000128	06/09/2023	Final	Submitted
SRQ	23000000128	06/09/2023	Historical (Final)	Submitted
CI	24000000005	06/02/2023	Draft	Rejected
PI	24000000009	06/02/2023	Final	Submitted
SRQ	24000000002	06/02/2023	Final	Submitted

Browsing History

Time Visited	Page
No Records Found	

Navigate on the AZ360 Home Page

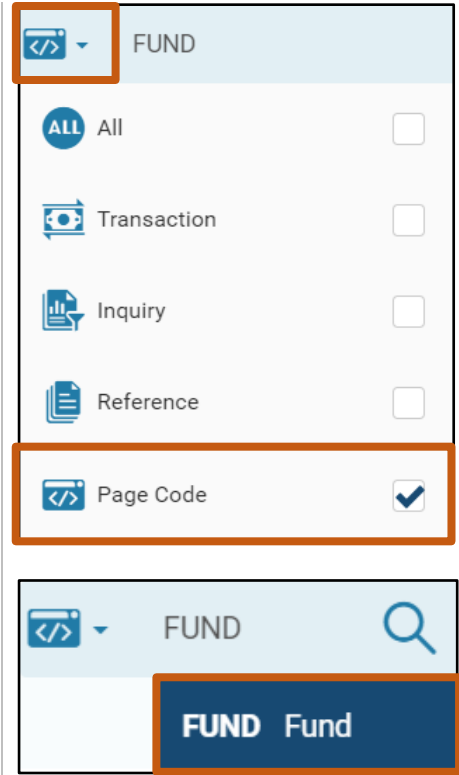


Scenario 2.

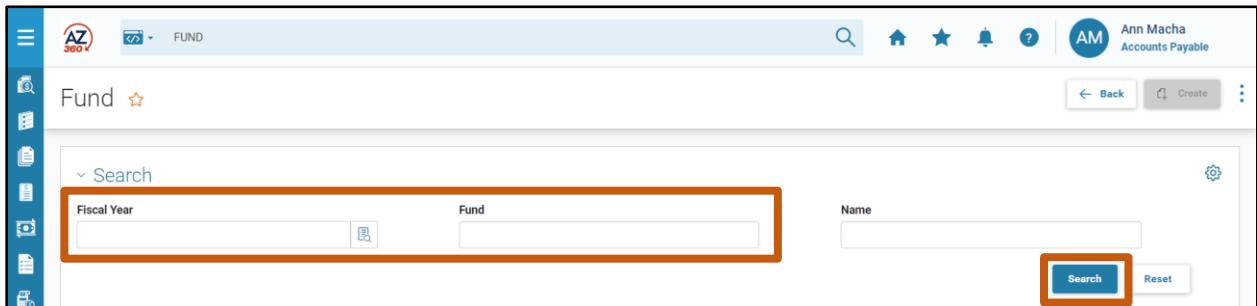
Users are ready to practice navigating in the system. Review each of the commands on the Primary Navigation Panel. Search for a page and search for a transaction.

Log in to the AZ360 **Home Page**. Navigate to the **FUND** page using the Global search, Page Code option.

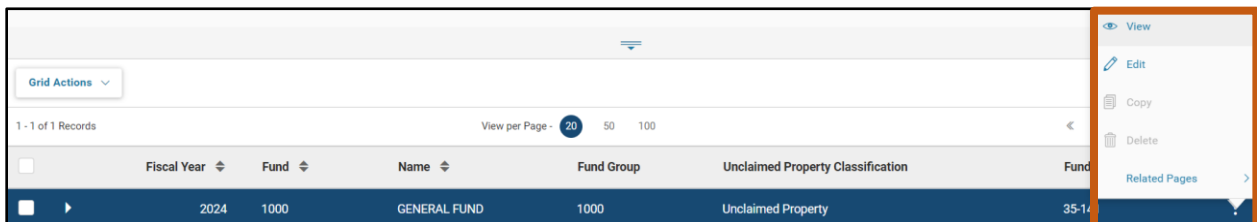
1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter **FUND**.
4. In the drop down menu that generates, select **FUND Fund**. The FUND search page will generate.



5. In the **Fiscal Year** field, enter the current fiscal year.
6. In the **Fund** field, enter the Fund being researched.
7. Click **Search**.

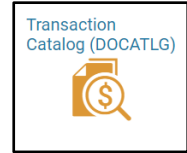


8. The desired Fund will generate in the grid at the bottom of the screen. Click the row **3-dot** menu and select **View**.

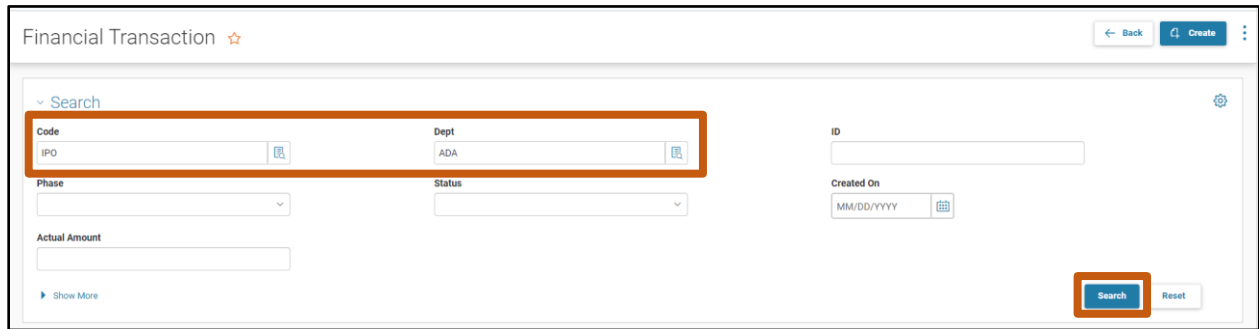


9. Review the page.
10. Click **Home** icon to return to the home page.

Navigate to the IPO Page using the Transaction Catalog (DOCATLG) widget.



1. From the AZ360 home page, click the **Transaction Catalog (DOCATLG)** widget. The Financial Transaction Catalog page opens.
2. In the **Code** field, enter *IPO*.
3. In the **Dept** field, enter the user’s department 3-digit code.
4. Click **Search**.



Financial Transaction ☆

← Back Create

Search

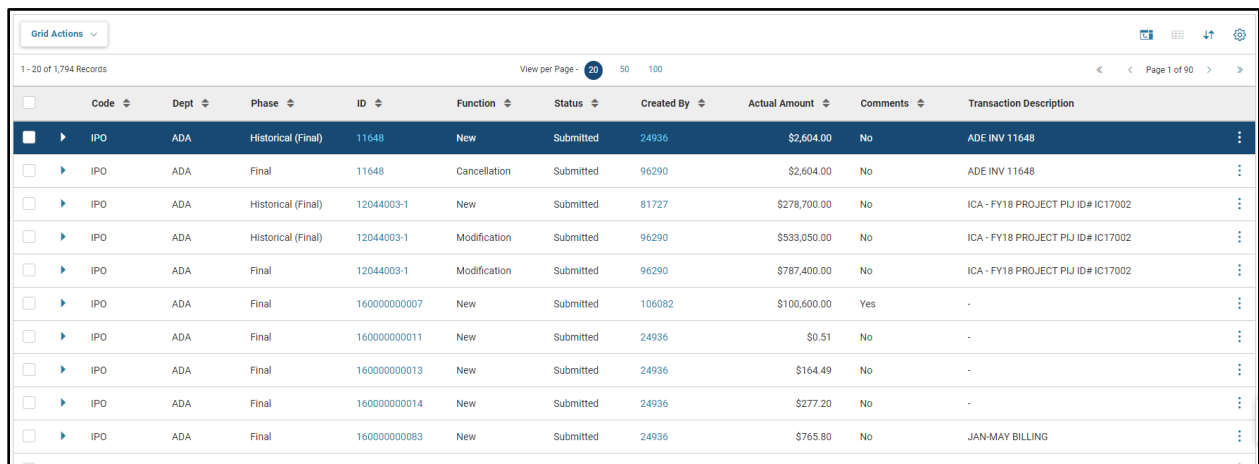
Code: IPO Dept: ADA ID: _____

Phase: _____ Status: _____ Created On: MM/DD/YYYY

Actual Amount: _____

Show More Search Reset

5. All IPO transactions for the selected department generate in the grid at the bottom of the screen.



Code	Dept	Phase	ID	Function	Status	Created By	Actual Amount	Comments	Transaction Description
IPO	ADA	Historical (Final)	11648	New	Submitted	24936	\$2,604.00	No	ADE INV 11648
IPO	ADA	Final	11648	Cancellation	Submitted	96290	\$2,604.00	No	ADE INV 11648
IPO	ADA	Historical (Final)	12044003-1	New	Submitted	81727	\$278,700.00	No	ICA - FY18 PROJECT PIJ ID# IC17002
IPO	ADA	Historical (Final)	12044003-1	Modification	Submitted	96290	\$533,050.00	No	ICA - FY18 PROJECT PIJ ID# IC17002
IPO	ADA	Final	12044003-1	Modification	Submitted	96290	\$787,400.00	No	ICA - FY18 PROJECT PIJ ID# IC17002
IPO	ADA	Final	16000000007	New	Submitted	106082	\$100,600.00	Yes	-
IPO	ADA	Final	16000000011	New	Submitted	24936	\$0.51	No	-
IPO	ADA	Final	16000000013	New	Submitted	24936	\$164.49	No	-
IPO	ADA	Final	16000000014	New	Submitted	24936	\$277.20	No	-
IPO	ADA	Final	16000000083	New	Submitted	24936	\$765.80	No	JAN-MAY BILLING

Global Navigation Tools

On any page users will see various options; buttons, fields and links that are used to interact with that page. Understanding these features will assist in performing tasks efficiently and accurately. Table 4 lists commonly used navigation features.

Table 4: Navigation Tools

Navigation Feature	Behavior
3-dot Menu	Provides users with a menu of available actions that can be performed on that page, transaction, or grid line.
Calendar Tool	Available for selecting dates or date ranges from an interactive calendar.
Caret	On a grid, the caret displays secondary (hidden) tabs and fields. Selecting the sideways caret hides the secondary tabs and fields.
Check Box	Used to indicate whether the condition is On/Yes (checked) or Off/No (unchecked).
Drop Down Menu	Provides a list of items available for selection.
Customization Gear	Use to control the columns and/or searches that users want to use on a page/grid.
Navigation Links/Buttons	Navigation links/buttons are used when a transaction or table has more lines than can be displayed at once. When the links are underlined or the buttons are enabled, there are more records on the page that are not in view. Use these navigation links to page through the additional records.
Show More/Show Less	Show More displays any secondary fields on a transaction, Show Less hides any secondary fields on a transaction.
Pick list	Opens a page to provide a pick list of items to search and select.
Quick Switch	This button is located in the summary bar of transactions with more than one of a section lines. When the button is selected, the Quick Select Row page opens, allowing the user to select another row in the transaction.

Access Help and add a Bookmark



Scenario 3.

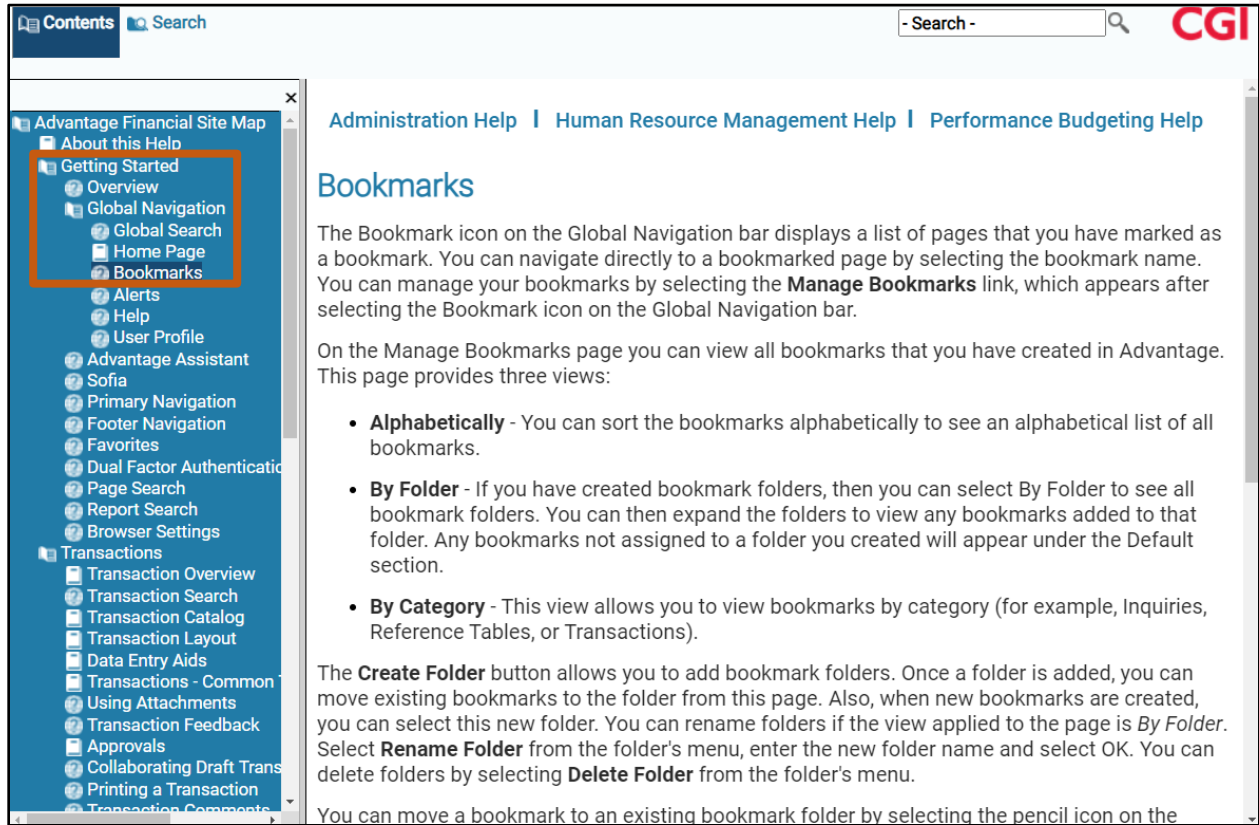
Access online help to look up how to add a Bookmark, then add the General Fund reference table as a Bookmark.

Log in to the AZ360 **Home Page**. Access Online Help.

1. On the **Global Search** bar, click the **Help** icon (?). A separate Help page will generate.
2. Click **Show Full Help Menu** at the top of the screen.



3. Click **Getting Started**.
4. Click **Global Navigation**.
5. Click **Bookmarks**.



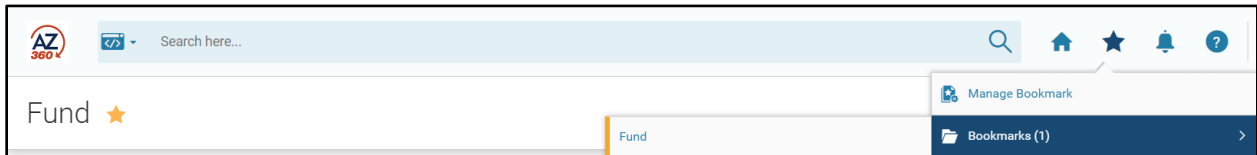
6. Click **X** in the top right corner of the window to close the Help page.

Add the General Fund reference table as a Bookmark.

1. Complete the steps from the "Navigate on the AZ360 Home Page" scenario to generate the FUND page.
2. On the **Fund** page, click the **Star** icon (☆) to add a Bookmark.



3. In the **Add Bookmark** pop-up that generates, enter a Personalized Name and select the Folder for the bookmark.
4. Click **Save**. Note: The following message will briefly appear on screen confirming that the Bookmark has been added: **Save action completed successfully**.
5. Click **Home** icon to return to the home page.
6. Click the **Bookmark** icon (★).
7. Click the name of the **Bookmark** users created to return to the saved Fund page.



Using Reference Tables and Inquiry Pages

In this section, users will learn how to access/use reference tables and inquiry pages. Users learn how to search and update a reference table, as well as how to search for specific information on an inquiry page.

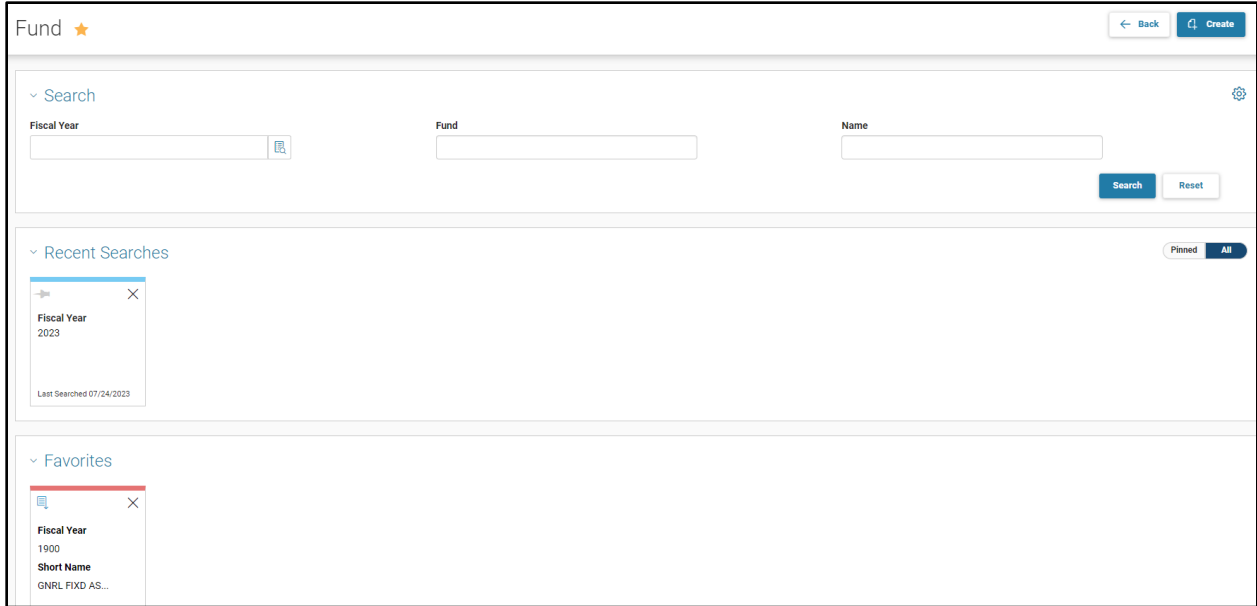
Reference Tables

Reference tables define fundamental information such as COA elements, business rules, and system options. Reference tables are the primary source of online information in AZ360; they define default values and values that are inferred for typical transactions. Reference tables are used during transaction processing to validate codes and options, as well as reference data in other tables.

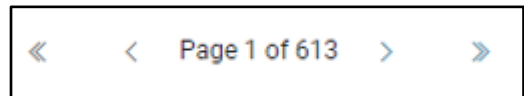
Features of a Reference Table



A table is broken down into three tabs:

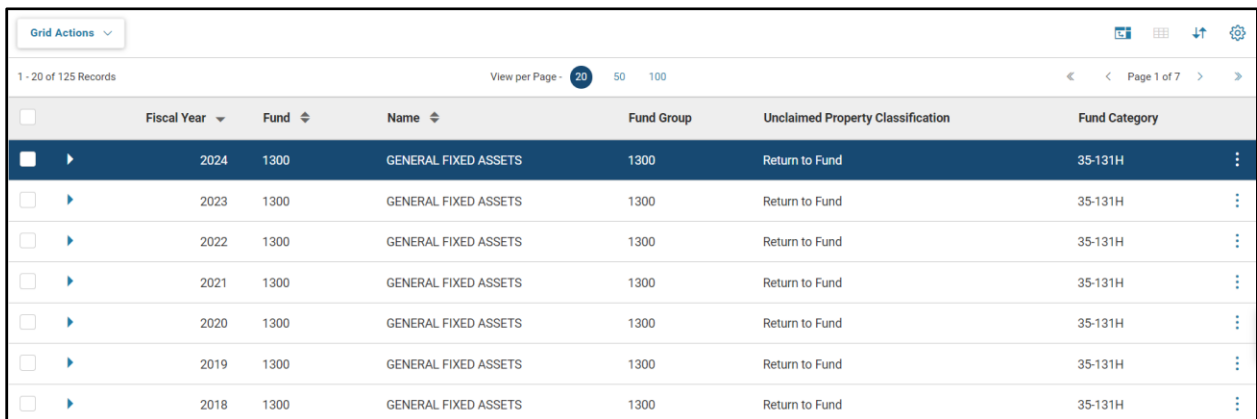
- Search and Recent Searches – Allows users to search for a specific record on the page. Wildcards can be added to search fields. Search windows for individual pages contain search criteria fields relevant to the specific page. Search values are saved as Recent Searches. Any Recent Search can be used to locate a record and Pinned for future use.
- Favorites – If a user sets up favorite records in the selected table, they display on the Search section. A favorite record is selected by opening the table, locating the favorite record, and clicking the heart icon next to the record. Favorite records can be assigned in the reference table or from within a pick list.



- Grid – Displays details of the record currently selected in the grid. Use the First, Prev, Next, and Last Page options (located at the top right of the grid) to scroll through the records if there are more pages available. Users can reset the search at any time by adjusting the Search values at the top of the page.



- Click the arrows () at the top of a column to sort the data in ascending or descending order.
- Click and drag columns to enhance record viewing.
- Click the Gear () at the top of the grid to search or customize columns. The Gear icon provides customization of the grid or the searches. Users can add and hide columns or search criteria by choosing which columns or search criteria they want to include on the screen. Changes made using the Gear icon are user specific.



	Fiscal Year	Fund	Name	Fund Group	Unclaimed Property Classification	Fund Category
<input checked="" type="checkbox"/>	2024	1300	GENERAL FIXED ASSETS	1300	Return to Fund	35-131H
<input type="checkbox"/>	2023	1300	GENERAL FIXED ASSETS	1300	Return to Fund	35-131H
<input type="checkbox"/>	2022	1300	GENERAL FIXED ASSETS	1300	Return to Fund	35-131H
<input type="checkbox"/>	2021	1300	GENERAL FIXED ASSETS	1300	Return to Fund	35-131H
<input type="checkbox"/>	2020	1300	GENERAL FIXED ASSETS	1300	Return to Fund	35-131H
<input type="checkbox"/>	2019	1300	GENERAL FIXED ASSETS	1300	Return to Fund	35-131H
<input type="checkbox"/>	2018	1300	GENERAL FIXED ASSETS	1300	Return to Fund	35-131H

Accessing a Reference Table

Reference Tables can be accessed from the Global Navigation bar, Quicklink (if one is defined), Bookmarks, or the Primary Navigation Panel on the home page. The Global Navigation bar allows users

to use search criteria and wildcards in order to find a reference table. Users can use the Search functionality within the table to narrow the data results by different criteria.

Maintaining Records in a Reference Table

Most reference tables are maintained automatically by AZ360. Other reference tables can be updated only by authorized users. For these reference tables the authorized user can create, view, edit, copy, and delete records on the tables, based on their security.

Grid Commands

From with a grid, the following commands are available for the highlighted record, via the 3-dot menus located on the right side of the grid:

- Create – Available at the top right of the page.
- View – Opens a record in a non-editing format.
- Edit – Opens a record for editing.
- Copy – Makes a copy of the selected entry.
- Delete – Removes the record from the grid at the top of the page and from the database.
- Related Pages – Link to other page codes associated with the current Reference Table.

Grid Actions

On the left side of the grid, users can select a group of records (by clicking the check box). Once selected, users can do the following:

- Export – Exports all checked lines in the grid.
- Export All – Exports all records in the reference table.
- Delete – Removes the selected records from the grid and from the database (based on security and if the record has not been used).
- Print – Print the highlighted record.

Note: Users are encouraged to use as many filters as possible in order to limit search results, thereby, minimizing the number of records exported to Excel. Currently the system download limit is set to 100,000 records. When reached, the system will stop downloading any additional records.

Reference Table Commands

From within a record, users can do the following:

- Save – Saves the last values entered.
- Save & Close – Saves the last values entered and closes the record.
- Cancel – Closes the record without making the recent changes.

Add, Modify, and Delete Records in a Table

There are two ways to add a record to a table: Create a new record and copy/paste a record. Authorized users can also modify and delete existing records.

Create a New Record – Steps

1. Click the **Create** button (upper right side of the screen).
2. Enter values for the fields.



3. Click **Save** or **Save & Close**. The new record is added to the grid.

Copy a Record – Steps

1. Select the record to copy.
2. Click the **row 3-dot** menu for the record, select **Primary Actions**, and click **Copy**.
3. Make the necessary changes to the entry.
4. Click **Save** or **Save & Close**. If changes were not made, an error message indicating that the record is not unique will be displayed.

Modify Records in a Table – Steps

Note: Only authorized users can modify records in a table.

1. Search for and open the reference table with the record to change.
2. Highlight the record to edit.
3. Click the **row 3-dot** menu.
4. Click **Edit**.
5. Make the necessary changes to the record. Use the Undo function to undo the changes.
6. Click **Save** or **Save & Close**. The changes are displayed in the listing at the top of the page.

Delete Records in a Table – Steps

Note: Only authorized users can delete records in a table. Undo will not restore deleted records.

Delete from the grid:


1. Click the **check box(es)** for one or more records – located at the left side of the grid.
2. Click the **Grid Actions** drop down menu.
3. Click **Delete**.
4. On the **Delete Confirmation** page, click **Yes** to permanently delete the record(s).

Delete from the row 3-dot menu:

1. On the record to delete, click the **row 3-dot** menu.
2. Click **Delete**.

3. On the **Delete Confirmation** page, click **Yes** to permanently delete the record.

Note: *If a record is being used by a transaction or another record on a table, the record cannot be deleted. An error message will be displayed instead.*

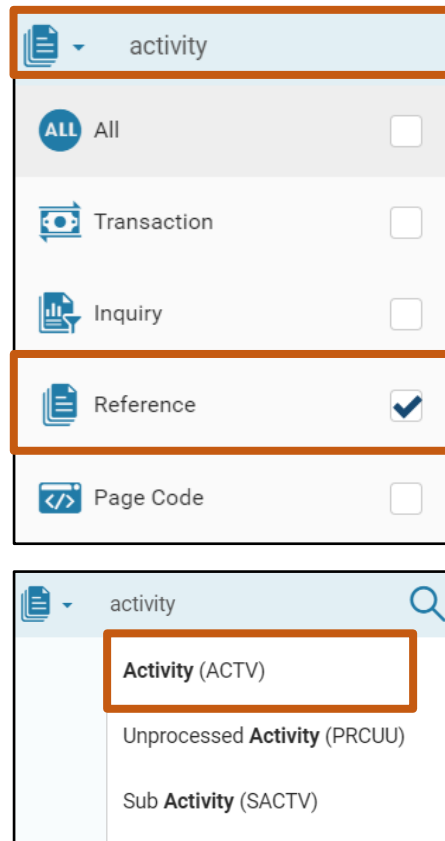
Search for, Access, and Update a Reference Table 

Scenario 4.

Prior to creating a payment transaction, look up the Activity code to use on the Accounting line. In this scenario the Activity code does not exist; therefore, it will be added to the Activity (ACTV) table.

Log in to the AZ360 **Home** page. Navigate to the ACTV table using the Global Search, Reference option.


1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Reference** option.
3. In the **Global Search** field, enter *activity*.
4. In the drop down menu that generates, select **Activity (ACTV)**.
The ACTV table will generate



The screenshot shows two parts of the interface. The top part is a search filter menu for 'activity' with options: ALL, Transaction, Inquiry, Reference (checked), and Page Code. The bottom part shows a dropdown menu for 'activity' with options: Activity (ACTV), Unprocessed Activity (PRCUU), and Sub Activity (SACTV).

Search the ACTV table by fiscal year.

1. In the **Fiscal Year** field, enter the current fiscal year.
2. In the **Dept** field, enter the user’s department 3-digit code.
3. Click **Search**.



Activity ☆

Search

Fiscal Year: 2023

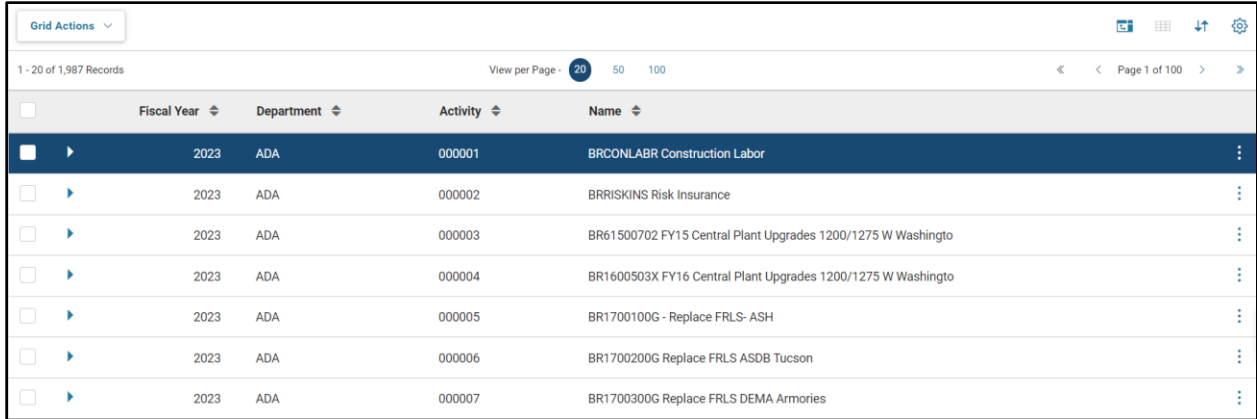
Department: ADA

Activity:

Name:

Search Reset

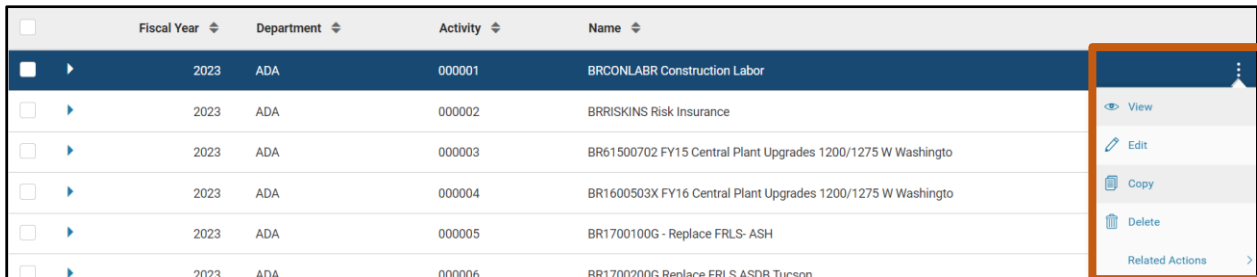
4. Review the results that generate in the grid at the bottom of the screen.



	Fiscal Year	Department	Activity	Name
<input checked="" type="checkbox"/>	2023	ADA	000001	BRCONLABR Construction Labor
<input type="checkbox"/>	2023	ADA	000002	BRRISKINS Risk Insurance
<input type="checkbox"/>	2023	ADA	000003	BR61500702 FY15 Central Plant Upgrades 1200/1275 W Washingto
<input type="checkbox"/>	2023	ADA	000004	BR1600503X FY16 Central Plant Upgrades 1200/1275 W Washingto
<input type="checkbox"/>	2023	ADA	000005	BR1700100G - Replace FRLS- ASH
<input type="checkbox"/>	2023	ADA	000006	BR1700200G Replace FRLS ASDB Tucson
<input type="checkbox"/>	2023	ADA	000007	BR1700300G Replace FRLS DEMA Armories

Add a record to the ACTV table.

1. Click the **row 3-dot** menu for the selected activity in the grid.
2. Select **Copy**.



	Fiscal Year	Department	Activity	Name
<input checked="" type="checkbox"/>	2023	ADA	000001	BRCONLABR Construction Labor
<input type="checkbox"/>	2023	ADA	000002	BRRISKINS Risk Insurance
<input type="checkbox"/>	2023	ADA	000003	BR61500702 FY15 Central Plant Upgrades 1200/1275 W Washingto
<input type="checkbox"/>	2023	ADA	000004	BR1600503X FY16 Central Plant Upgrades 1200/1275 W Washingto
<input type="checkbox"/>	2023	ADA	000005	BR1700100G - Replace FRLS- ASH
<input type="checkbox"/>	2023	ADA	000006	BR1700200G Replace FRLS ASDB Tucson

3. In the **Activity** field, change the pre-populated entry.
4. In the **Name** field, change the prepopulated field entry.
5. Click **Save**. The grid updates with the new Activity record.

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

Inquiry Pages

Inquiry pages allow users to search for and view detailed or summary information from the AZ360 database. For example, the Cash Balance page displays cash balance information for a selected fund. When transactions are processed, the AZ360 database collects information from the transaction and the inquiries display the real time information.

Fund	Name	Cash Balance	Adjusted Cash Balance	Cash Balance Minimum	Available Cash Balance
AD2025	ADOA DONATIONS	\$1,368.73	\$1,368.73	\$0.00	\$1,368.73

Pending Increase Non-Cash \$0.00	Pending Increase Cash \$0.00	Accepted Increase Non-Cash \$0.00	Pending Decrease Non-Cash \$0.00
Pending Decrease Cash \$0.00	Accepted Decrease Non-Cash \$0.00		

Accessing an Inquiry Page

Inquiry pages can be accessed using Global Navigation, bookmarks, or quicklinks (if they are defined). Use the search functionality to narrow the results by different criteria. After performing a search on the inquiry page to narrow down the results displayed, users can add the page as a bookmark to use in the future.

Features of an Inquiry Page

Inquiry pages open with a search to populate specific information on the page. Inquiry tables are system-maintained; therefore, they cannot be used to update information in the database. Inquiry grid provides:

- The number of results from the search.
- Data display management with the number of results displayed per page.
- Sorting a column by clicking the column header (indicated by arrows).
- View a Transaction link to view the transaction.
- Click the row 3-dot menu to view additional options.
- Sort multiple columns using the multi-sort icon.
- Click the gear icon to configure columns displayed in the grid.
- An analytical view that can create charts, based on selected data.

Inquiry Layout

- The page opens with a Search window or Recent Searches available to locate a particular record.
- The search shows a grid below the search features.
- The details of a record selected in the grid are displayed in one or more sections below the grid. Clicking the caret expands the detail of the selected record. Select a different record and the details change.

Calculate Total

Some inquiry pages contain a Calculate Total link that allows the user to calculate a total for the records displayed in the inquiry. Click the link to display a total for the selected records.


Grid Actions - Download Inquiry to Excel

Inquiries contain a link to download the search results to Excel. Individual records can be selected to export using the Export option. Or users can download all records using the Export All to download the search results into the spreadsheet.

Viewing Transactions

To view more details, click the row 3-dot menu for a line. Related Pages provide links to reference tables associated with the inquiry. For example, if users open the ITD Balance Sheet Detail (BBALD) table, there are four related page links that are available; Cash Balance Detail, Fund Balance Detail, FY Balance Sheet Detail, and ITD Balance Sheet Summary.

Sort Data

Similar to reference tables, many inquiries allow users to sort the results that are displayed in the grid. Column headers with a Sort by button () indicate that the column can be sorted. Click on the column header to sort all the records in ascending order by that field. Click the column header again to sort the records in descending order.

Complex Inquiries

AZ360 is used to process and store thousands of financial transactions. The search tools can be used to locate specific transactions in the system.

One example of where entering multiple search criteria is useful is in the JACTG. The JACTG allows users to enter search criteria more than 20 different fields. Entering more specific criteria will reduce the number of results returned by the search.

Accounting Journal ☆ ← Back

Filters

Run Time MM/DD/YYYY hh:mm	Transaction Record Date MM/DD/YYYY	Budget FY
Fiscal Year	Accounting Period	Posting Code
Transaction Code	Transaction Dept	Fund
Department	Function	Transaction ID
Major Program	Program	Activity
Program Period		Phase

Apply Reset

Review an Inquiry Page

Scenario 5.

A user would like to check the Balance Sheet Detail to confirm a balance. Initially locate all inquiries related to General Accounting before narrowing down which inquiry to use.

Log in to the AZ360 **Home** page. Navigate to the Balance Sheet Account Fiscal Year (BBALFY) table using the Global Search, Inquiry feature.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Inquiry** option.
3. In the **Global Search** field, enter *balance sheet account*.
4. In the drop down menu that generates, select **Balance Sheet Account Fiscal Year (BBALFY)**. The BBALFY table will generate

balance sheet account

- All
- Transaction
- Inquiry
- Reference
- Page Code

balance sheet account|

- Balance Sheet Account Summary (BBALS)
- Balance Sheet Account Fiscal Year (BBALFY)**
- Balance Sheet Account Detail (BBALD)



5. In the **Fiscal Year** field, enter the current fiscal year.
6. In the **Fund** field, enter the user’s department fund number being researched.
7. Click **Apply**.

Filters

Fiscal Year: 2024 Fund: 1000

Sub Fund: []

BSA: [] Sub BSA: [] Balance: []

Apply Reset

8. The balance sheet details generate in the grid at the bottom of the screen.

Fiscal Year	Fund	Fund Name	Sub Fund	Sub Fund Name	BSA	BSA Name	Sub BSA	Sub BSA Name	Balance
2024	.1000	GENERAL FUND	.1000	GENERAL FUND	.0070	Cash Dep Tra	BLNK	-	(\$133,202,244.38)
2024	.1000	GENERAL FUND	.1000	GENERAL FUND	.1011	Pymnts Outstndg	BLNK	-	(\$5,911,475.41)
2024	.1000	GENERAL FUND	.1000	GENERAL FUND	.1211	Claims Pyble	BLNK	-	\$0.00

9. Select the row to be reviewed. Review the amounts in the Balance column.
10. Click **Home** icon to return to the home page.

Using Transactions

In this section, users learn how to access, use and create a transaction, using the Financial Transaction Catalog. The layout of a transaction is defined, as well as the actions that can be performed on a transaction. How to copy a transaction, correct errors on a transaction, and print a transaction are also topics covered in this section.

Lifecycle of a Transaction

Transactions are used to record information for all financial processes. Transactions consolidate pertinent information for approval and inquiry purposes. Information in a transaction can come from several sources:

- User input
- Reference tables
- Transaction templates
- Other reference transactions

In AZ360 users can create, search for, and modify a transaction. Transactions that are processed in AZ360 have attributes applied for tracking and status updates. The four attributes of a transaction are:

- Phase

- Version
- Function
- Status

Transaction Phases

A transaction's lifecycle consists of the following phases:

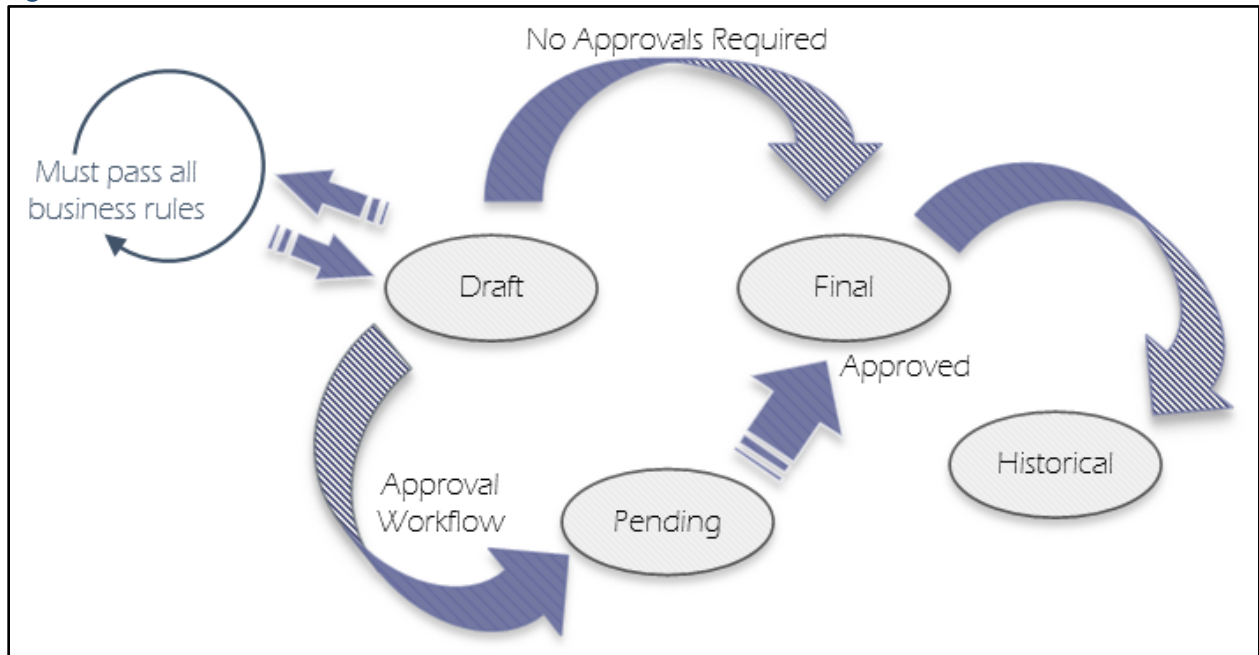
- Draft – The transaction has been entered into the system, but it is not yet affecting system operations. All transaction versions start in this phase. Drafts can be freely edited and deleted since they make no application updates.
- Pending – The transaction has been tentatively accepted subject to approval rules; funds are reserved to assure final acceptance. Pending application database fields are updated.
- Final – The transaction has been fully accepted into the system. All approvals, when applicable, have been applied, the pending database updates have been reversed and replaced with permanent updates.
- Historical (Final) – A Final version of a transaction that has been superseded by a later version of the same transaction.

The following additional phases are also supported for transactions.

- Conflict Draft – A draft version of a transaction set aside to allow creation and processing of a new draft version (normally by an offline or background process).
- Template – Allows users to start with a partially or fully completed transaction for faster processing.

Figure 2 below depicts how transactions transition from one phase to the next.

Figure 2: Transaction Phases



Transaction Lifecycle - Overview

1. The initial transaction is entered into the system and saved in a Draft phase.

2. The transaction is validated against the business rules defined for the transaction code. If the transaction does not pass all of the business rules, the transaction remains in a Draft phase and displays the appropriate error messages, allowing an opportunity to correct the information before the transaction is submitted.
3. Once all business rules are met, the transaction is validated successfully and submitted, there are two potential routes the transaction can take:
 - a. If no approvals are required, as determined on the Transaction Control (DCTRL) table, the transaction transitions into the Final phase. This is an active transaction, able to be reported on and referenced by subsequent transactions.
 - b. If the transaction requires additional approvals, it transitions from Draft to Pending phase to await the necessary approval actions. Funds are tentatively reserved, based on the accounting posting type.
4. At each approval step, the transaction is reviewed to make sure any changes comply with established business rules. If the transaction is not approved it returns to the Draft phase for correction and re-submission and all pending updates are reversed. After the last approval step, the transaction transitions into the Final phase and is fully accepted into the system.
5. Once finalized, the original transaction has completed its lifecycle. However, it may be necessary to modify the original transaction. This Final version of the transaction may need to be superseded by a subsequent version. In this event, the current version of the transaction transitions to Historical, in order to make way for the newest version.

Transaction Version

To track historical information, AZ360 allows multiple versions of a transaction with the same transaction ID to be stored in the system. Version numbers are used to keep track of the different editions. The first version of a transaction is version 1. After that transaction has been submitted, any attempts to modify it result in creating a version 2. Both versions of the transaction are displayed in the Financial Transaction Catalog, as well as in the transaction's history.

Transaction Function

Transaction Function describes the type of application updates that need to be performed when processing a transaction. A transaction version is assigned its function when the version is initially created. This function never changes throughout the lifecycle of that version.

The transaction functions are:

- New – The first version in a transaction collection.
- Modification – Indicates that the current transaction version contains a modification to the previous transaction version.
- Cancellation – Indicates that the current version is a cancellation of the previous transaction version. This function cancels the entire transaction. Once a transaction is cancelled, it cannot be modified again.



Transaction Status

Status indicates the state of the transaction in the process workflow. The status of the transaction displays in the grid in the Financial Transaction Catalog. Users can track the status of submitted transactions using Track Work in Progress feature. The four status values used by the workflow are:

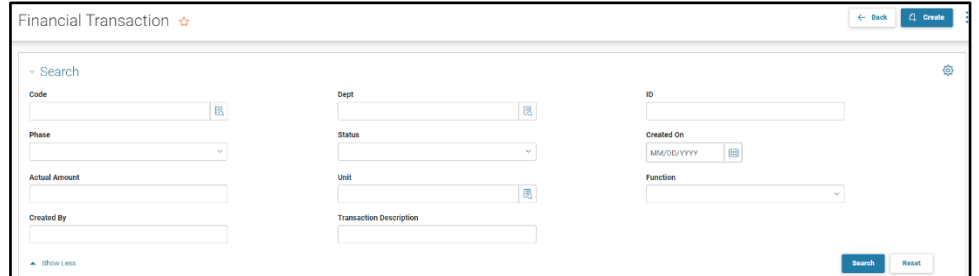
- Held – The transaction has been completed in draft but has not been submitted.
- Ready – Interfaced Transactions are submitted in Ready status when initially processed by AZ360.
- Rejected – The transaction has been validated but cannot be submitted, possibly due to errors.
- Submitted – The transaction has been successfully submitted and is part of the workflow.

Transaction Basics

The Financial Transaction Catalog serves as a repository for all of the transactions created in AZ360. It is the central location where all transactions can be queried and processed. New transactions can be entered and existing transactions can be modified or cancelled. Access to transactions is controlled by a user’s security authorization level.

To access the Financial Transaction Catalog, click the Transaction Catalog quicklink, Search on the Global Navigation bar, Bookmarks (if available), or Primary Navigation Panel. The Financial Transaction Catalog allows users to search for transactions using the following criteria:

- Code
- Dept
- ID
- Phase
- Status
- Created On
- Actual Amount
- Unit
- Function
- Create By
- Transaction Description



Transaction Information Search

Each transaction in AZ360 is identified by a unique combination of codes.

- Transaction Code – The code assigned to each transaction (GAX, PO, CR, etc.).
- Department Code – The code assigned to the responsible department.
- Unit Code – The code designated by departments for additional organizational breakdown.
- Transaction ID – A unique system-generated identifier.
- Actual Amount – Sort by amount of the transaction.
- Transaction Description – The transaction description entered on the transaction.

User Information Search

Each transaction in AZ360 tracks the user that created the transaction and the date it was created, allowing users to enter this information as search criteria when searching for transactions in the Financial Transaction Catalog.

- Create User ID – The identification code assigned to the user that created the transaction.
- Create Date – The date on which the transaction was created.

Transaction State Search

The Function, Phase and Status of the transaction can also be used as search criteria in the Financial Transaction Catalog. Identifying any of these elements can narrow the search results or help locate a specific transaction.

Search for Transactions using the Financial Transaction Catalog



Scenario 1.

Search for a General Accounting Expenditure (GAX) transaction in the Financial Transaction Catalog.

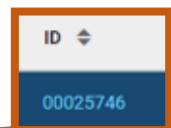
Log in to the AZ360 **Home** page. Navigate to the GAX Financial Transaction page using the Transaction Catalog (DOCATLG) widget.

1. From the AZ360 home page, click the **Transaction Catalog (DOCATLG)** widget.
2. In the **Code** field, enter *GAX*.
3. In the **Dept** field, enter the user’s department 3-digit code.
4. In the **Phase** field, select **Final** from the drop down menu.
5. Click **Search**. The results will generate in the grid at the bottom of the screen.

The screenshot shows the 'Financial Transaction' search interface. The search filters are: Code: GAX, Dept: ADA, Phase: Final, Status: (empty), ID: (empty), Created On: (empty). The results grid shows 22,369 records. The first row is selected and highlighted in blue.

Code	Dept	Phase	ID	Function	Status	Created By	Actual Amount	Comments	Transaction Description
GAX	ADA	Final	00025746	New	Submitted	192247	\$21,181.61	No	SOUTHWEST RADIO SALES INC
GAX	ADA	Final	00103M532881	New	Submitted	173490	\$1,848.00	No	GEO CORRECTIONS INMATE LABOR
GAX	ADA	Final	00117M532873	New	Submitted	192247	\$2,587.50	No	GEO CORRECTION 1/28/2020
GAX	ADA	Final	00131M532828	New	Submitted	173490	\$2,320.50	No	GEO CORRECTIONS INMATE LABOR
GAX	ADA	Final	00214M532843	New	Submitted	192247	\$2,496.00	No	GEO CORRECTIONS INMATE LABOR

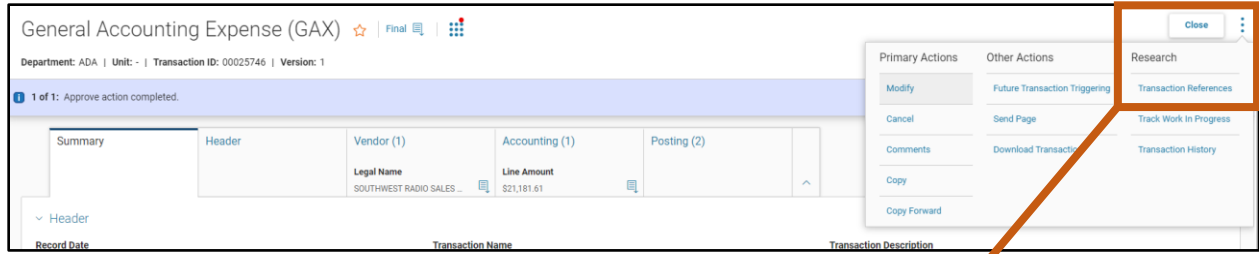
6. Select a transaction from the grid.
7. Click the **ID** link in the grid for the GAX that is being researched.



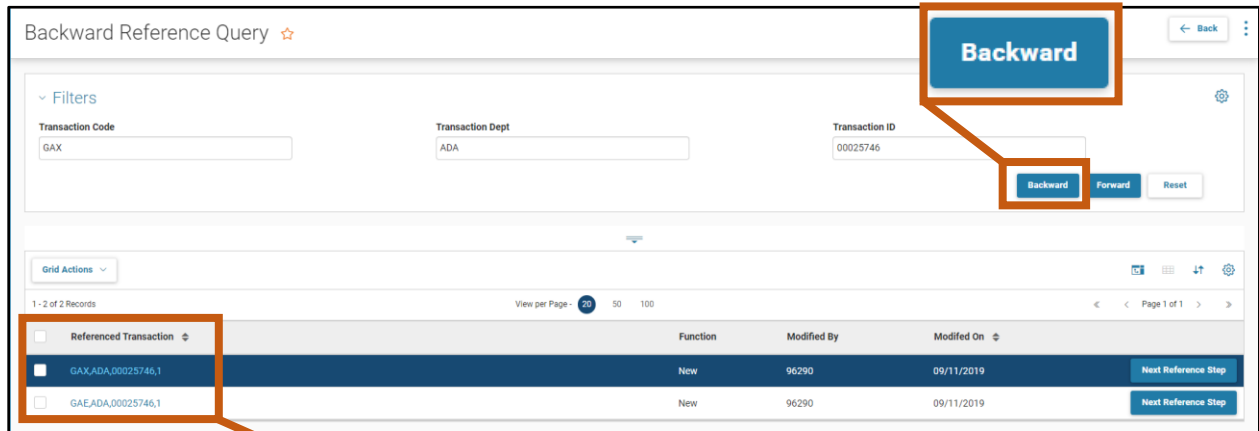
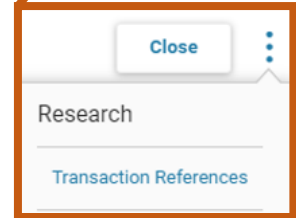
The screenshot shows a close-up of the first row in the grid. The 'ID' column is highlighted with an orange box, and the value '00025746' is visible.

Code	Dept	Phase	ID	Function	Status	Created By	Actual Amount	Comments	Transaction Description
GAX	ADA	Final	00025746	New	Submitted	192247	\$21,181.61	No	SOUTHWEST RADIO SALES INC

8. Click the **Page 3-dot** menu, select **Transaction Reference** from Research.



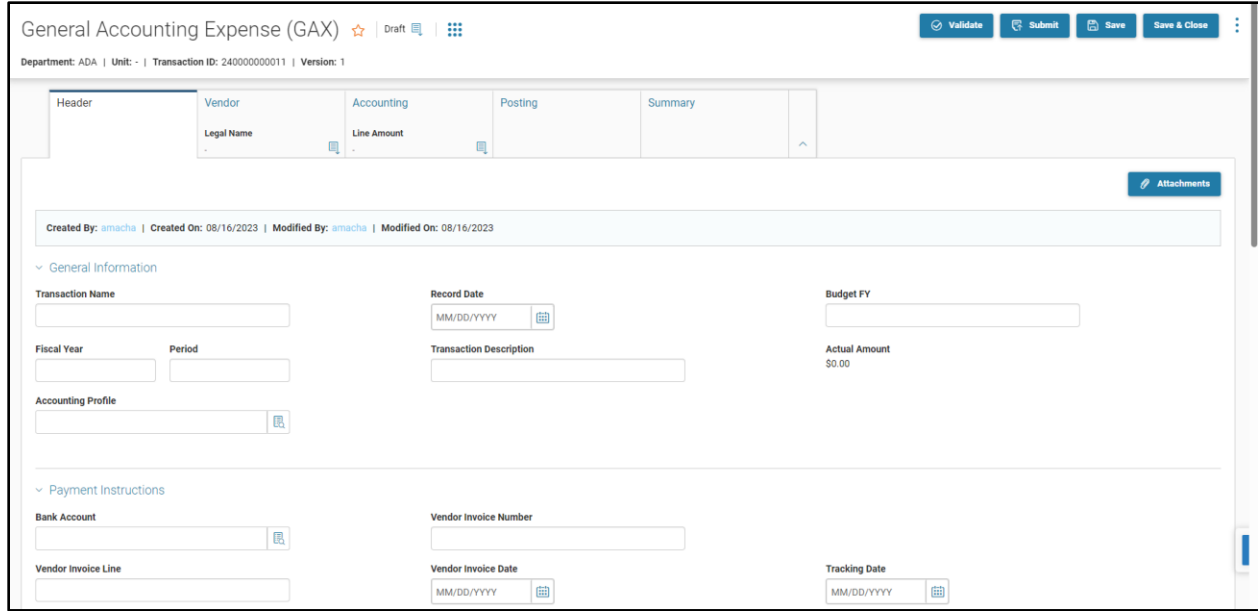
9. Review the reference transactions.
10. Select the **Backward** button.
11. Reference Transactions will generate in the grid at the bottom of the screen.



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

Transaction Layout and Features

Transaction layout is consistent and includes a Transaction Title Bar and tabs across the window. The Header tab may contain multiple sections that organize the information in that tab. There are also multi-line tabs which contain a grid with sub-tabs which also organize the tabular information.




The screenshot shows the 'General Accounting Expense (GAX)' form. At the top, there is a header bar with the title 'General Accounting Expense (GAX)', a star icon, a 'Draft' status, a Smart Menu icon, and action buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. Below the header, the form is divided into several tabs: 'Header', 'Vendor', 'Accounting', 'Posting', and 'Summary'. The 'Header' tab is currently active, displaying fields for 'Transaction Name', 'Record Date', 'Budget FY', 'Fiscal Year', 'Period', 'Transaction Description', 'Actual Amount', 'Accounting Profile', 'Bank Account', 'Vendor Invoice Number', 'Vendor Invoice Line', 'Vendor Invoice Date', and 'Tracking Date'. A 'Created By' and 'Modified By' field is also visible, showing 'amacha' and dates from 08/16/2023.

Transaction Title Bar

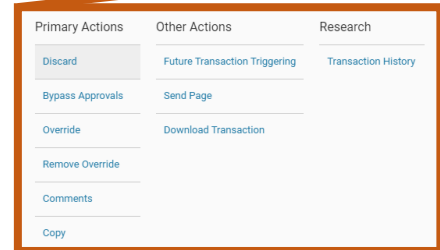
The Transaction Title Bar includes the Transaction Name and Code, the Department, ID, Version number, Function, and Phase. The title bar also includes the Smart Menu, comments indicator (if applicable), the name of the transaction creator/modifier, and the date the transaction was created/modified.



This close-up screenshot highlights the Transaction Title Bar. It shows the title 'General Accounting Expense (GAX)', the 'Draft' status, the Smart Menu icon (a 3x3 grid of dots), and the action buttons: 'Validate', 'Submit', 'Save', and 'Save & Close'. A 3-dot menu icon is also visible on the right side of the bar.

The Smart Menu () provides a link to the Attachments saved on a transaction and comments created during workflow.

The Transaction Title bar also has action buttons (Edit, Validate, Submit, Save, and Save & Close) and a Page 3-dot menu that contains additional actions that can be processed on the transaction.



The screenshot shows the Smart Menu dropdown menu. It is organized into three columns: 'Primary Actions', 'Other Actions', and 'Research'. The 'Primary Actions' column includes 'Discard', 'Bypass Approvals', 'Override', 'Remove Override', 'Comments', and 'Copy'. The 'Other Actions' column includes 'Future Transaction Triggering', 'Send Page', and 'Download Transaction'. The 'Research' column includes 'Transaction History'.

Transaction Tabs

The tabs of a transaction represent the various tabs of a specific form. Some transactions may only contain a Header tab; others may contain numerous tabs.

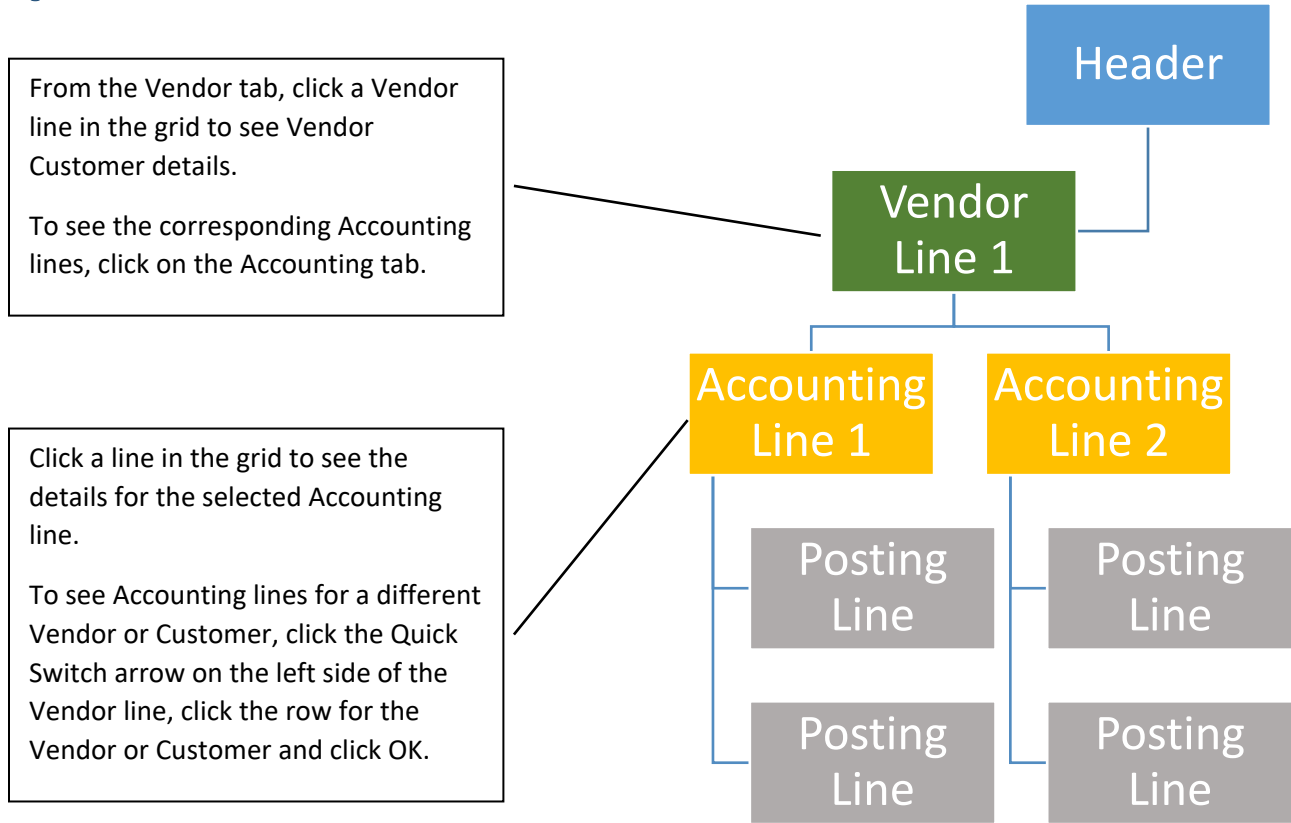
When transitioning between tabs in a transaction, users do not have to click Save but it is always a good idea to save the transaction regularly so that changes are not lost by accident. Common transaction tabs include:

- Header – Specifies general information that relates to the overall transaction or form. All elements on the Header tab apply to all lines of the transaction. The Header tab is present on every transaction.
- Vendor – The Vendor tab contains the Vendor line, which stores vendor/customer account information. Some transactions (for example, cash receipt) can have multiple Vendor lines.

- Accounting – Specifies an individual account to be charged or to receive funds. Accounting lines are included on all transactions recording accounting events. There can be multiple Accounting lines for each commodity line.
- Posting – Specifies the related journal posting(s) for each Accounting line.

Figure 3 shows the general structure and hierarchy of a transaction.

Figure 3: General Transaction Structure

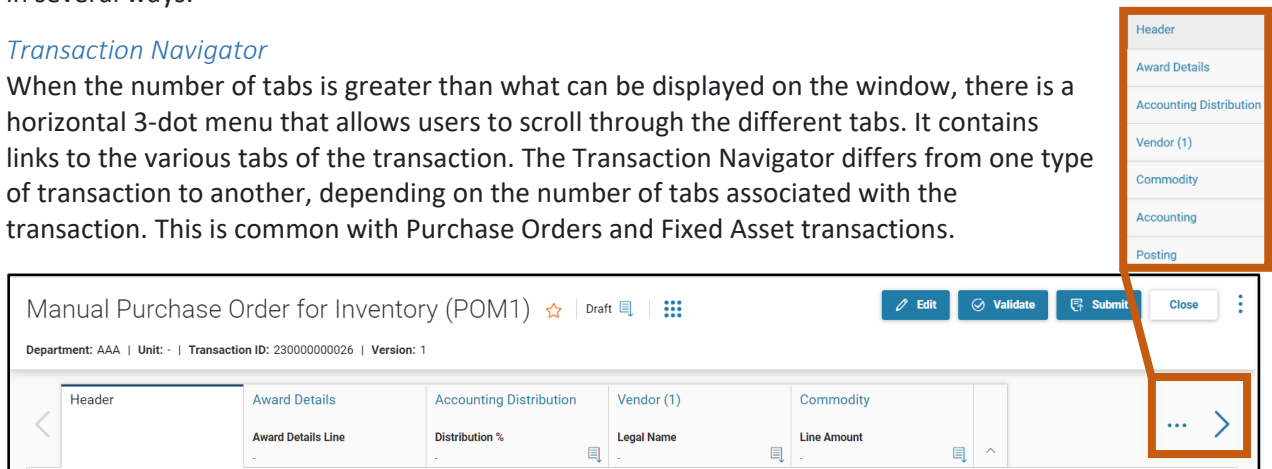


Transaction Views

Transactions collect information into a single form, designed for easy data entry and consolidation of pertinent information, for approval and inquiry purposes. Information in a transaction can be displayed in several ways.

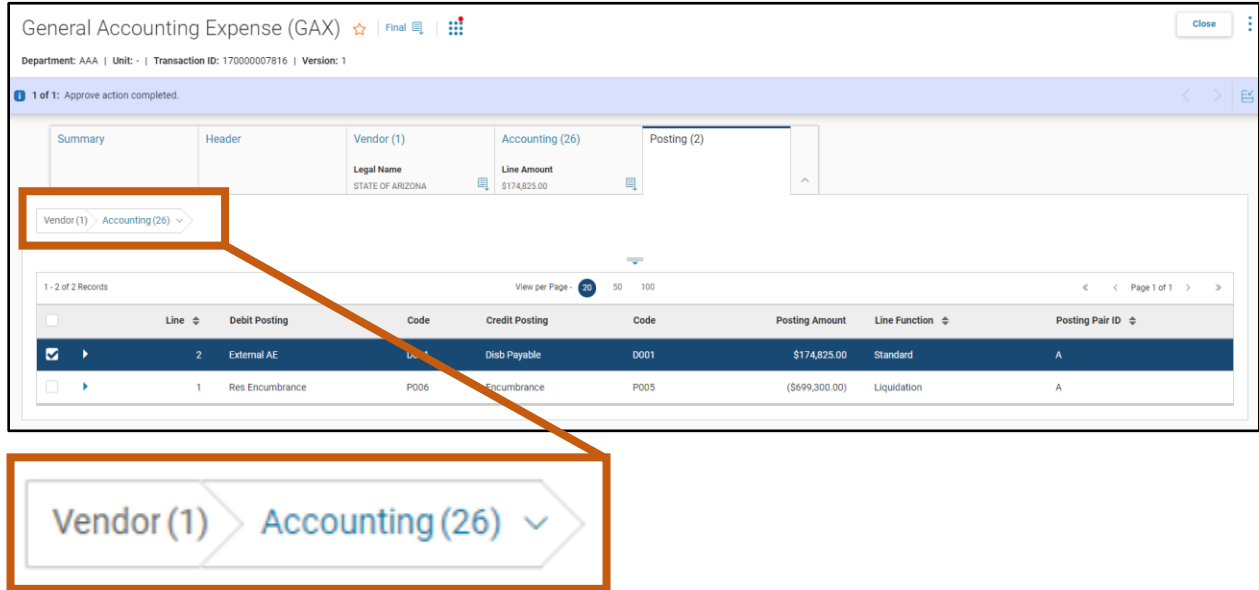
Transaction Navigator

When the number of tabs is greater than what can be displayed on the window, there is a horizontal 3-dot menu that allows users to scroll through the different tabs. It contains links to the various tabs of the transaction. The Transaction Navigator differs from one type of transaction to another, depending on the number of tabs associated with the transaction. This is common with Purchase Orders and Fixed Asset transactions.



Quick Switch Feature

The Quick Switch feature is displayed on a tab when there is more than one line on the parent section and the child section is displayed. It is commonly found between Vendor and Accounting lines, and between Accounting and Posting lines.



Transaction Level Actions

The Transaction Level Actions menu located at the top right of the screen is used to modify, print, or discard transactions. The options change depending on the phase of the transaction.

A Draft transaction includes the following buttons. Additional buttons are available but not commonly used:

- Edit – Allows data to be updated, once in Edit mode the Edit button will disappear.
- Copy – Create a new transaction of the same transaction type containing the same field values, from an existing transaction (for example, Receivable to a Receivable).
- Validate – Checks the entered information and selections against the business rules for the transaction and displays any error messages, but does not process the transaction.
- Submit – If no approvals are required, processes the transaction; if approvals are required, then submits the pending transaction to the appropriate approver(s).
- Discard – Removes transaction from system.
- Close – Closes the transaction without saving any changes.

A transaction in Pending phase includes the following buttons:

- Approve – For the approver, this applies approval to the transaction.
- Reject All – For the approver, rejects the transaction back to the initial transaction.
- Reject – For the approver, this indicates that the transaction is not approved. This will return the transaction to the Draft phase.
- Close – Closes the transaction without saving any changes.

A transaction in Final phase includes the following buttons:

- Edit – Modifies or cancels a transaction. Not all transactions can be modified or cancelled.

- Close – Closes the transaction and returns users to the grid.

Transaction Menu

The Transaction Menu can be accessed only from within a transaction and is located in the Page 3-dot menu to the right of the Close button. When selected, the following options may be available:

Final Phase Transaction		
Primary Action	Other Action	Research
Modify	Future Transaction Triggering	Transaction Reference
Cancel	Send Page	Track Work in Progress
Comments	Download Transaction	Transaction History
Copy		
Copy Forward		

Pending Phase Transaction		
Primary Action	Other Action	Research
Unapprove	Future Transaction Triggering	Transaction Reference
Take Task	Send Page	Track Work in Progress
Return Task	Download Transaction	Transaction History
Bypass Approvals		
Recall from Workflow		
Override		
Remove Override		
Comments		
Copy		
Reassign		

Draft Phase Transaction		
Primary Action	Other Action	Research
Discard	Future Transaction Triggering	Transaction Reference
Bypass Approval	Send Page	Transaction History
Override	Download Transaction	
Remove Override		
Comments		
Copy		


Primary Action

The following actions are available on most transactions.

- Discard – Removes a transaction.
- Remove Override – Removes an override.
- Modify – Make changes to a transaction.
- Unapprove – Worklist process.
- Cancel – Cancel all changes.
- Return Task – Moves task from user’s worklist.
- Copy – Make a copy of a transaction.
- Recall from Workflow – Take back a task.
- Copy Forward – Copy a transaction to another type of transaction.

- Reassign – Move a task to a different user.
- Override – Override some errors.

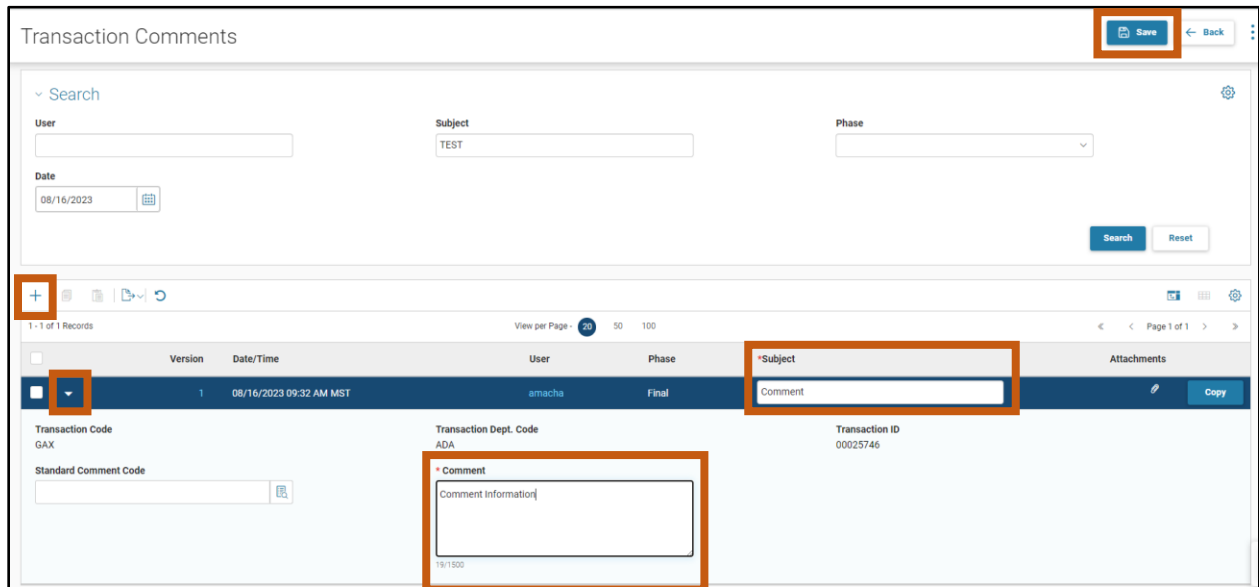
Comments

The Transaction Comments page displays comments associated with the selected version of the transaction and those comments affiliated with previous versions. Use this command to add a comment or view previously entered comments. For example, an approver could reject the transaction and create a comment including the reason for the rejection. Access the comments page by clicking the Smart Menu and selecting the comment () icon.

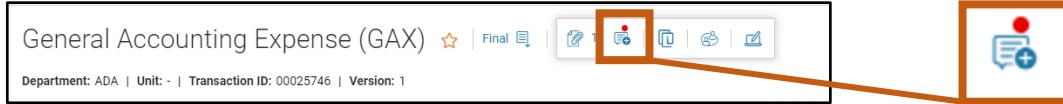
In the grid, the version link for each comment allows users to access historical versions of the transaction.

Create a New Comment – Steps:

1. Click the “+” icon to add a comment to the grid.
2. In the **Subject** field, enter a brief overview of the comment.
3. Click the **Expand** caret to display the full Comment field.
4. In the **Comment** field, enter the purpose of the comment (e.g. reason for transaction rejection).
5. Click **Save**.



6. To return to the transaction, click **Back**.
7. A red dot displays on the Smart Menu denoting that a comment exists on the transaction.



Other Actions

Future Transaction Triggering

Transaction can also be created using the Future Transaction Triggering (FDT) table. Future Transaction Triggering allows users to set up, maintain, and trigger the creation of transactions in the future, at a user-defined frequency (for example weekly, monthly or quarterly). Future Transaction Triggering can be used to create recurring payments, reversals, or reclassifications.

When creating the future transaction for recurring transactions, the new transaction is usually a copy of the original transaction. For reversals (journal voucher reversal) and reclassifications (unearned revenues in accounts receivable), the future transaction is not a straight copy. A reversal is a copy of the original with debit and credit amounts reversed. The reclassification is a modification transaction to copy the open amount of the unearned line into a new accounting line that is earned, and close out the unearned line.

A chain job is run (usually as part of a nightly cycle) that generates the new transactions from the records saved on the table.

For more information and for a demonstration of this process, see the “Create a Recurring RE Transaction” section of the **AZ360 Manual – Billing and Collections** available at <https://gao.az.gov/resources/training/gao-training-resources>.

Send Page

Transaction information can be emailed to other people. When selected, users are presented with a Compose Email Message page. Users may use the pick list associated with the To field to retrieve email addresses of users with whom to share the transaction information.

Download Transaction

Download Transaction allows users to download data from any transaction into a user-selected template (for example an Excel spreadsheet), which can then be saved as an external file for use outside of AZ360.

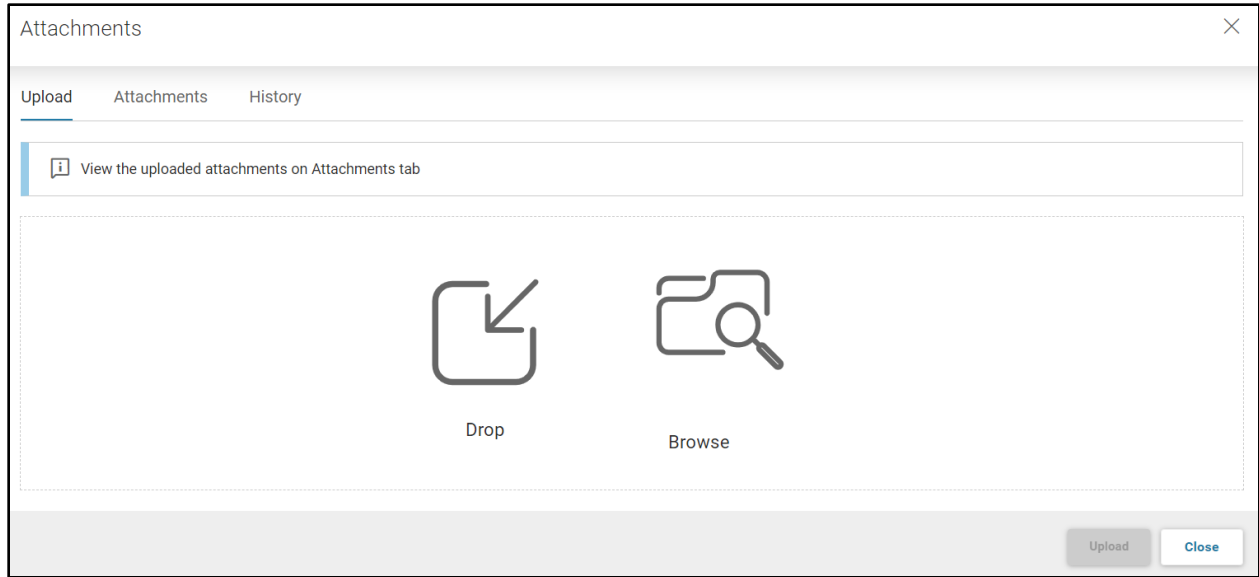
Attachments

AZ360 allows users to upload and attach files created in other applications (e.g., Excel spreadsheets and Word documents), to AZ360 transactions. These files are called attachments. AZ360 security applies to attachments, therefore users will only be able to access attachments for transactions which they are authorized to work with. Users may add, delete, and restore attachments to a transaction, as long as a transaction is in Draft phase.

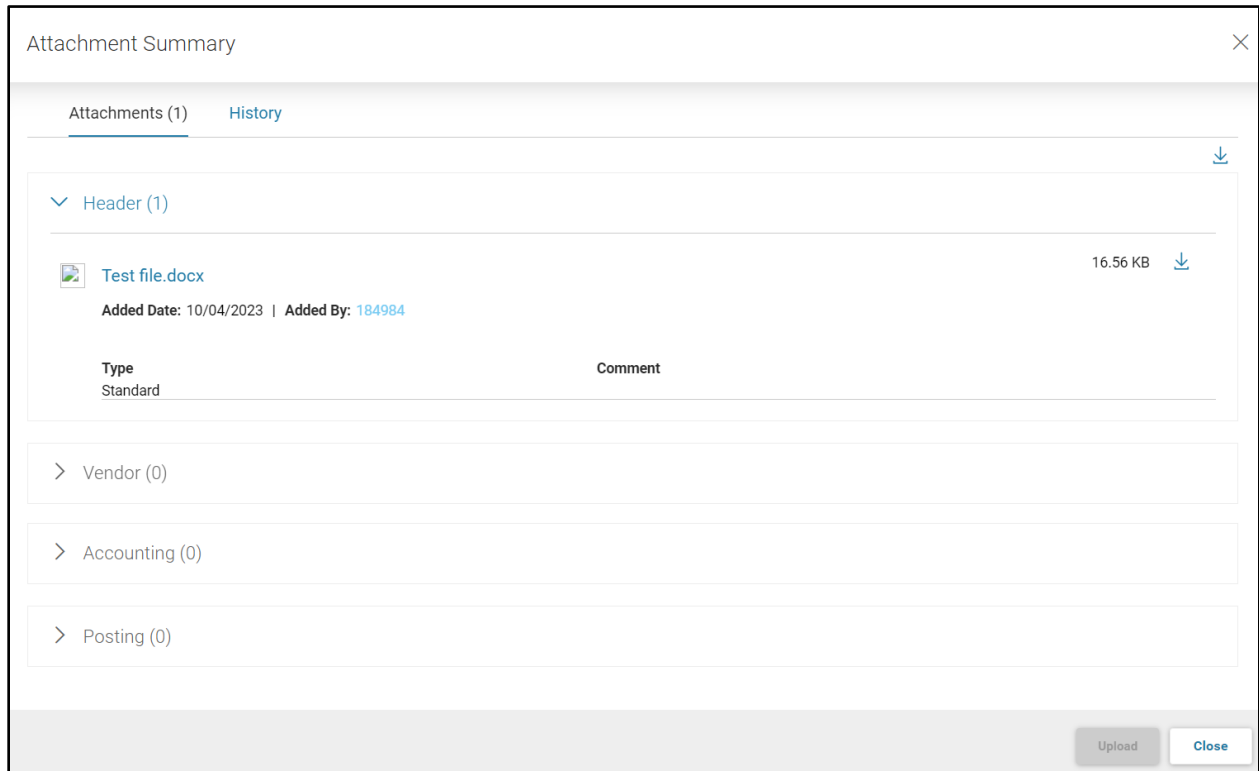
To attach a file to a transaction, click the Attachments button, and then either drag and drop the file into the Drop field or click the Browse field to upload a file from the computer desktop. Once finished, users will have the option to add a comment describing the attachment. Click the Upload button to complete the process.

After the attachment has been added to the transaction the Attachments button will reflect the number of attachments included on the transaction.

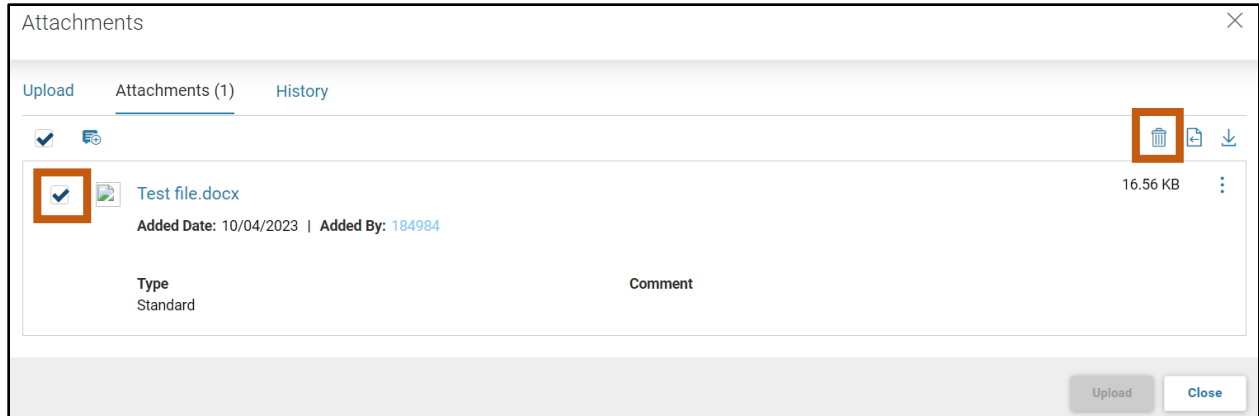




To view all attachments on a transaction, click the Smart Menu (☰) and then select the View Attachments (📎 1) button. The Attachments section of the Attachment Summary page lists all attachments on a transaction, sorted by the various transaction tabs. The history of when and who uploaded an attachment can be viewed by clicking the History tab.



To delete an attachment on a transaction in Draft phase, navigate to the tab where the attachment is located, click the Attachment button and then select the check box next to the attachment. The trashcan (🗑️) icon will light up when the attachment is selected and clicking this icon will remove the attachment from the transaction.

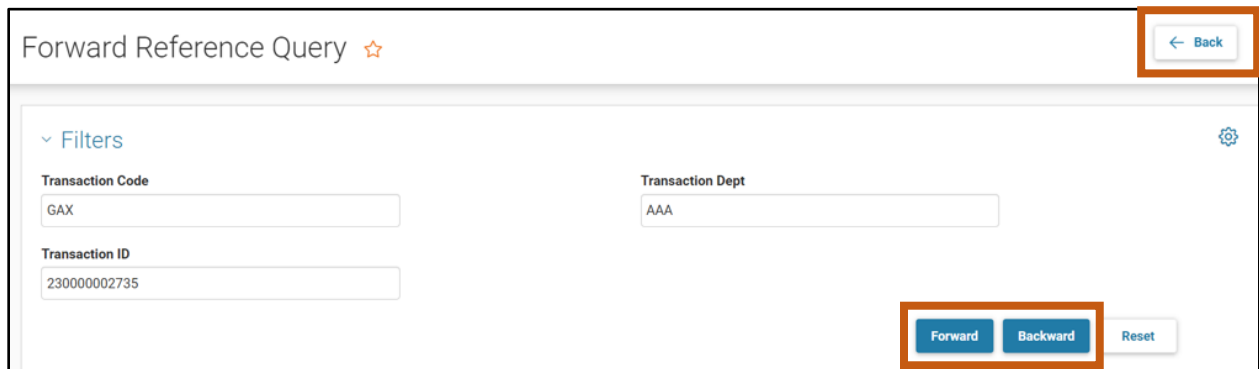
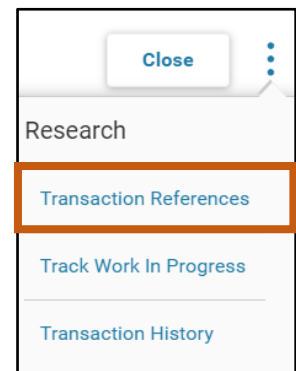


Research Actions

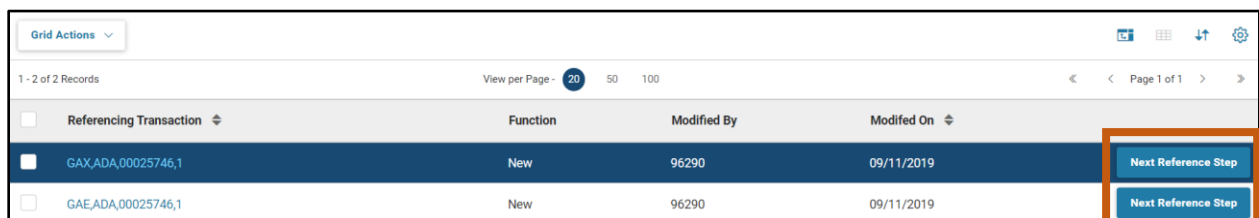
Transaction References

Select the transaction Page 3-dot menu and under Research, select Transaction References in order to track the various transaction chains that are created as part of the normal business process. These chains relate activity performed on one transaction to the activity performed on a second referencing transaction. The Transaction Reference Query provides one central storage location for all transaction referencing done in the system.

If users select the Backward button, then all Final phase transactions that the selected transaction has referenced will be displayed. If users select Forward button, then Final phase transactions that have referenced the selected transaction are displayed. Users can select the Back link at any time, to return to the prior page.



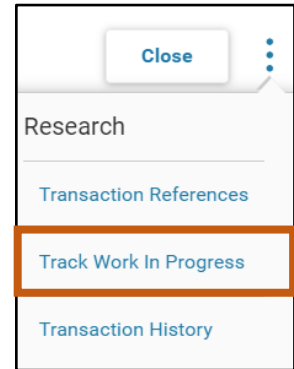
Next Reference Step allows users to navigate through the list of transactions in the grid provided and then select the line of the transaction of interest. Once users have selected the transaction line, select Next Reference Step, in order to place the selected transaction's identification information in the fields at the top of the query.



Track Work in Progress


Select the transaction Page 3-dot menu and under Research, select Track Work in Progress to view the approvals process for a pending or final transaction. The page lists each approval routing in sequence. The Visual Flowchart view allows users to quickly determine the status of transactions during the workflow process. The visual flowchart also provides further details related to the workflow process as displayed in the Log grid at the bottom of the page, such as, the Assignment Date, Approval Level, Approval Status, Status Before, Status After, and Approval User Name. Users can view this information by selecting on any of the Approval Level boxes in the flowchart.

The page will not show any activity for a transaction that has not yet entered workflow or did not encounter any workflow.



Track Work in Progress ← Back

Transaction Dept: ADA | Transaction Unit: - | Transaction ID: AD0703230001 | Version: 1 | Date Submitted: 2023-07-05 | Submitter: ALEXIS HARDY

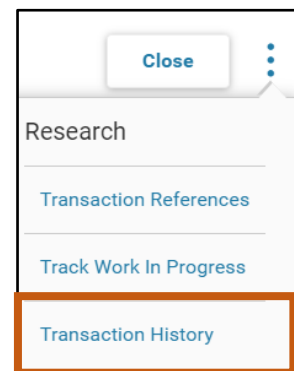


1 - 2 of 2 Records View per Page: 20 50 100

Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Status After	Status Before	Approval User Name
3435	1	1	07/05/2023	CSB Approval	Approved	Approved	Pending	Tabitha Pasqualone
3435	2	2	07/05/2023	GAO Vendors Approver	Approved	Approved	Pending	KAI TU

Transaction History

Select the transaction Page 3-dot menu and under Research, select Transaction History. The page lists all the transaction versions for the open transaction. Once users have opened the Transaction History Query, users can access a specific transaction. Scroll through the list of transactions in the grid provided, then select the line corresponding to the transaction to open.



Transaction History Query ← Back

Filters

Transaction Code: GAX Transaction Department: AAA






Transaction ID: 23000002735

Apply Reset

Version	Comments	Function	Phase	Status	Modified By
GAX,AAA,23000002735,1	No	New	Pending	Submitted	amacha

Transaction Icons

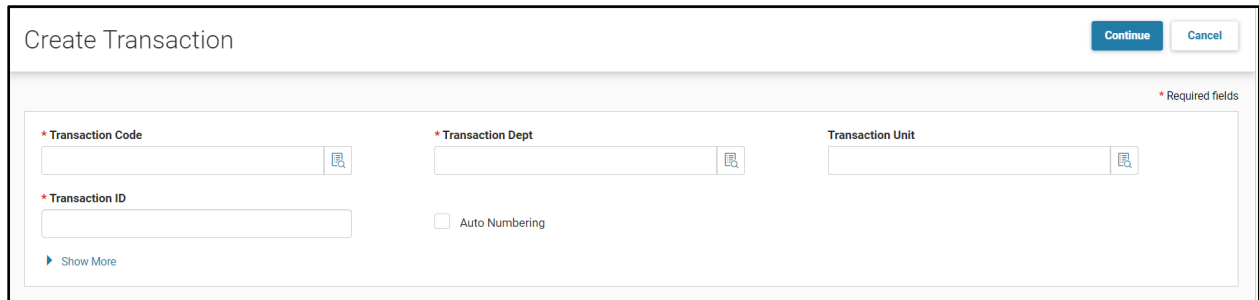
When working in a transaction, users can use short cut icons to save data entry time:

- Click “+” to add a new blank line to the grid on a transaction.
- Use the Trash icon  to remove lines from a transaction.
- Use the Copy icon  to copy a line.
- Use the Paste icon  to paste the line by using the Insert Copied Line command.
- Use the Export icon  to export selected lines.
- Use the Undo icon  to reverse the prior change.

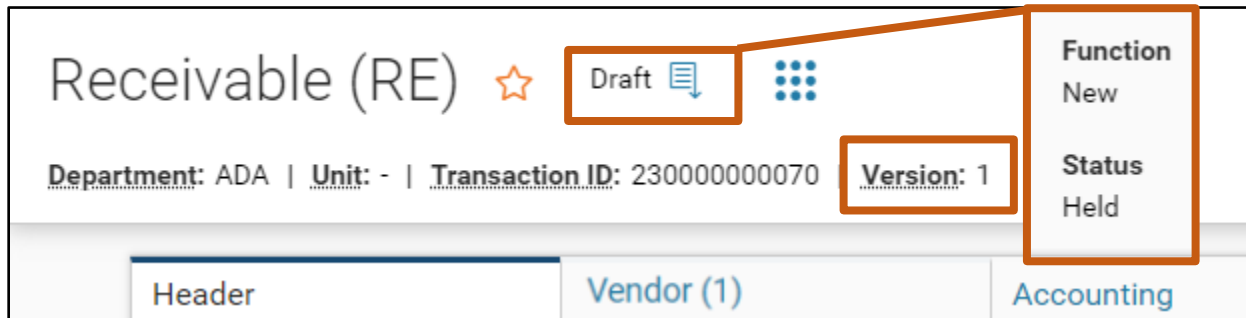
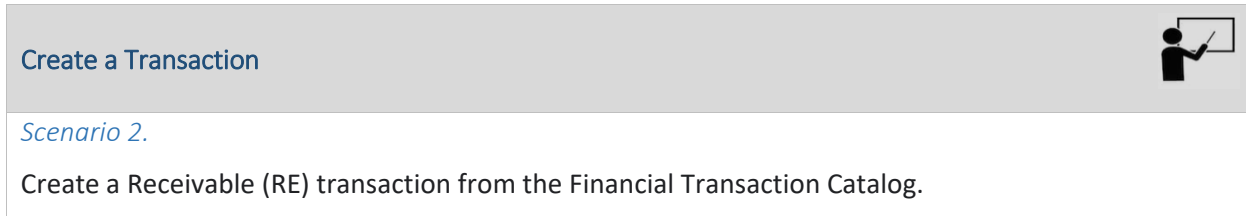
When users are creating a transaction with many similar lines, copy one of those lines (using the Copy icon) and paste it (using the Paste icon) into the transaction. Then, update only those parts of the line that are different.

Create a Transaction

Use the Financial Transaction Catalog to create a transaction. Enter the Transaction Identifier information including the Transaction Code, Transaction Department, and Unit (optional), select the Auto Numbering checkbox, and click Continue.



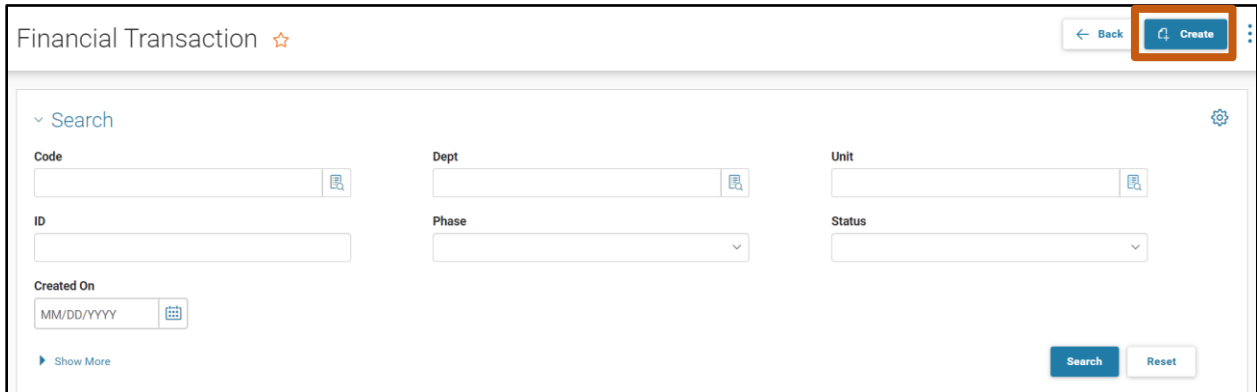
The transaction opens in draft form allowing users to begin data entry. When the transaction is created, a new Transaction ID is generated. The transaction is shown as Version: 1, Function: New, and Phase: Draft.

Log in to the AZ360 **Home** page. Navigate to the RE Financial Transaction page using the Transaction Catalog (DOCATLG) widget.

1. From the AZ360 home page, click the **Transaction Catalog (DOCATLG)** widget.

2. Click **Create**.



Financial Transaction ☆

← Back **Create**

Search

Code Dept Unit

ID Phase Status

Created On MM/DD/YYYY

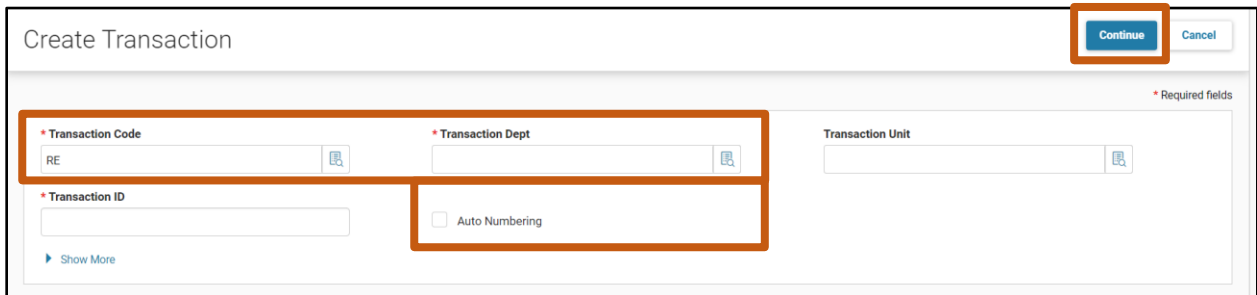
Show More Search Reset

3. In the **Transaction Code** field, enter *RE*.

4. In the **Transaction Dept** field, enter the user's department 3-digit code.

5. Select **Auto Numbering** check box.

6. Click **Continue**.



Create Transaction **Continue** Cancel

* Required fields

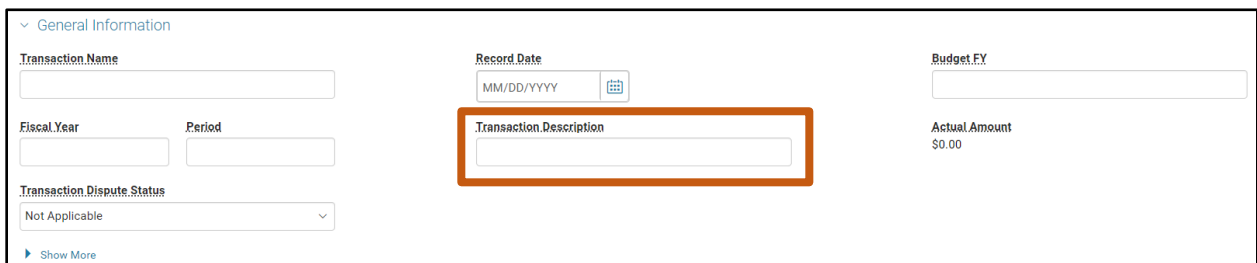
* Transaction Code RE Transaction Dept Transaction Unit

* Transaction ID Auto Numbering

Show More

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

1. In the **General Information** section, in the **Transaction Description** field, enter the purpose of the transaction.



General Information

Transaction Name Record Date Budget.FY

Fiscal Year Period Transaction Description Actual Amount

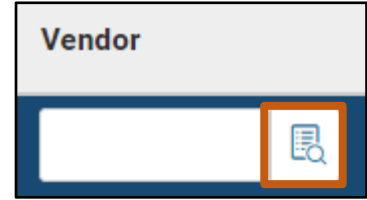
Transaction Dispute Status Not Applicable \$0.00

Show More

2. Click the **Vendor** tab.

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

1. In the **Vendor** field, click the pick list.



2. On the **Search Vendor** page, choose the desired Vendor/Customer line by selecting it or by using the search criteria, and click **OK**.

Search Vendor

Vendor/Customer: Legal Name: Alias/DBA:

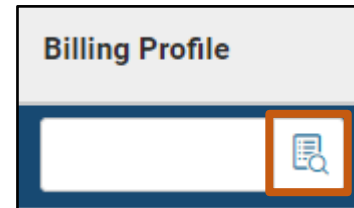
Last Name: Vendor Active Status: Customer Active Status:

1 - 20 of 511,755 Records View per Page - 20 50 100 Page 1 of 25,588

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	EFT Status
▶ 00000101	TRINITY CARE SERVICES LLC	-	Active	Active	Eligible for EFT
▶ 00000201	WRIGHT/CHRISTIE R	-	Active	Active	-
▶ 00000600	CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS)	-	Active	Active	-
▶ 00000901	ASHTON GARDENS ASSISTED L	-	Active	Active	-
▶ 00001001	GIBSON/MATTHEW	-	Active	Active	-
▶ 00001002	GIBSON/MATTHEW	-	Active	Active	-

3. In the **Billing Profile** field, click the pick list.

4. In the **Search Billing Profile** page, choose the desired Vendor/Customer line by selecting it or by using the search criteria, and click **OK**.



Search Billing Profile ✕

Department Unit Billing Profile

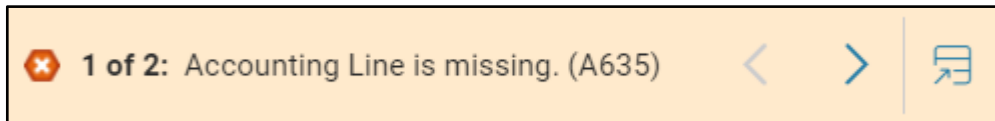
Name Billing Type Final Statement

[Show More](#)

1 - 20 of 203 Records View per Page - 20 50 100

Department	Unit	Billing Profile	Name	Billing Type	Final Statement
▶ ADA	ALL	ACBOT	ACTIVE PREMIUM BILLING	Invoice	-
▶ ADA	ALL	ADBOT	HITF ADMINISTRATIVE BILLING	Both	-
▶ ADA	ALL	BBBOT	BCBS NAU BOTH	Both	-
▶ ADA	ALL	CBBOT	COBRA BOTH	Both	-

5. Click **Validate**. An error message will generate stating that the Accounting tab has not yet been completed.



Note: Error messages with a red stop-sign are blocking errors. They must be resolved before the transaction can be submitted successfully. See the “View and Correct Transaction Errors” section of this manual for more information.

6. Click on the **Accounting** tab.

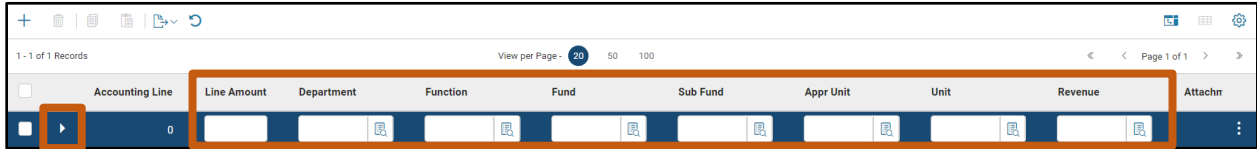
Complete the **Accounting** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
2. In the **Line Amount** field, enter the amount of the receivable.
3. In the **Department** field, enter the user’s department 3-digit code.
4. In the **Function** field, enter the user’s department function number.
5. In the **Fund** field, enter the user’s department fund number.
6. In the **Sub Fund** field, enter the user’s department sub fund number.
7. In the **Appr Unit** field, enter the user’s department appropriation unit number.
8. In the **Unit** field, enter the user’s department unit number.



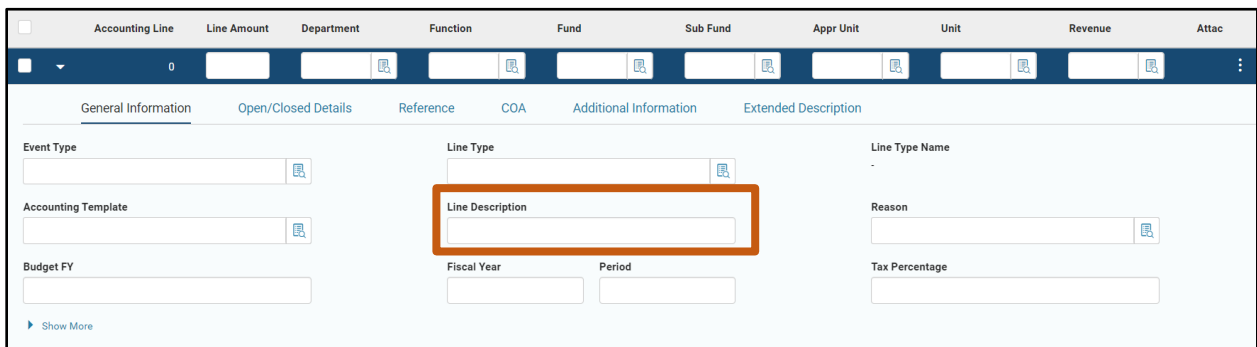
9. In the **Revenue** field, enter the user’s department revenue number.

10. Click the **Expand** caret on the blue Accounting line.



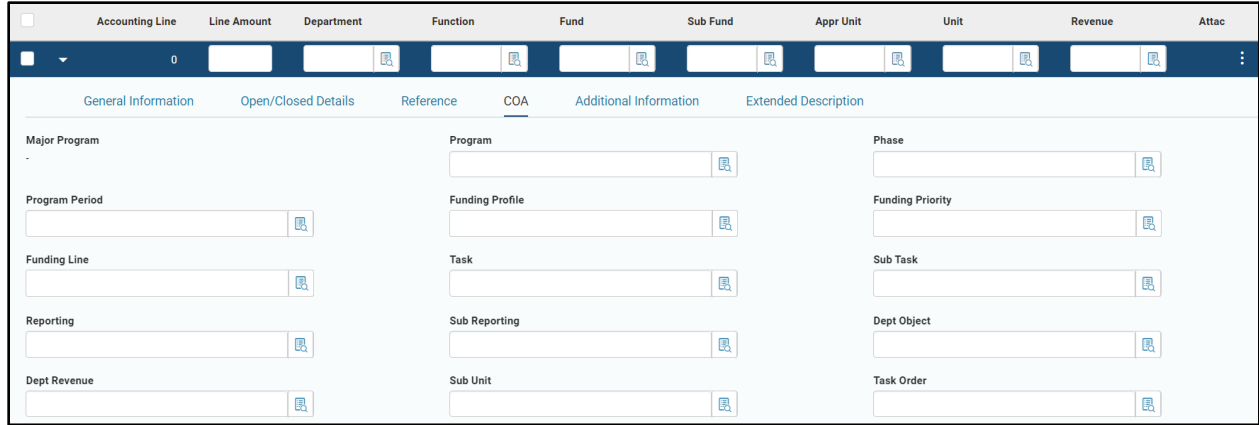
11. In the **General Information** section:

a. In the **Line Description** field, enter the reason for the Accounting line



12. In the **COA** section:

- a. In the **Program** field, enter the user’s department program number.
- b. In the **Phase** field, enter the user’s department phase number.
- c. In the **Program Period** field, enter the user’s department program period number.
- d. In the **Task** field, enter the user’s department task number.
- e. In the **Sub Task** field, enter the user’s department sub task number.
- f. In the **Department Object** field, enter the user’s department specific department object number.
- g. In the **Sub Unit** field, enter the user’s department sub unit number.
- h. In the **Task Order** field, enter the user’s department task order number.

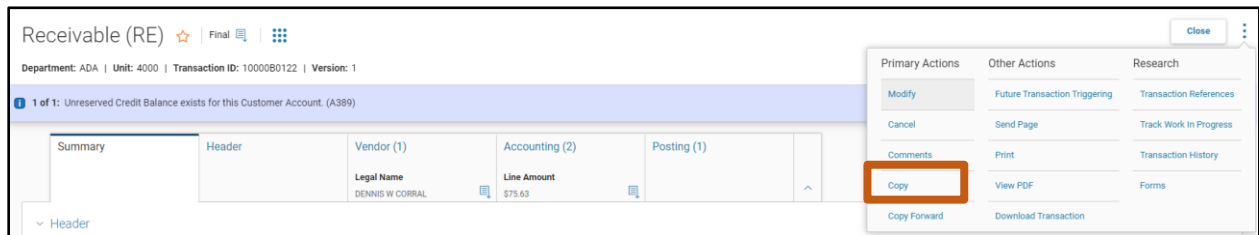


13. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**
14. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval.**
15. Click **Home** icon to return to the home page.

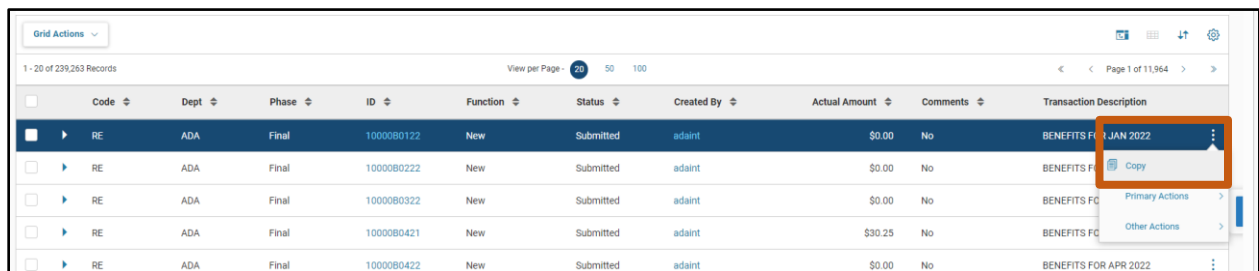
Copy a Transaction

Copying a transaction allows users to create a new transaction from an existing transaction with the same field values.

Users can copy a transaction either by locating and opening the original transaction or from the Financial Transaction Catalog grid. To copy from the source transaction, click Copy from within the Page 3-dot menu.

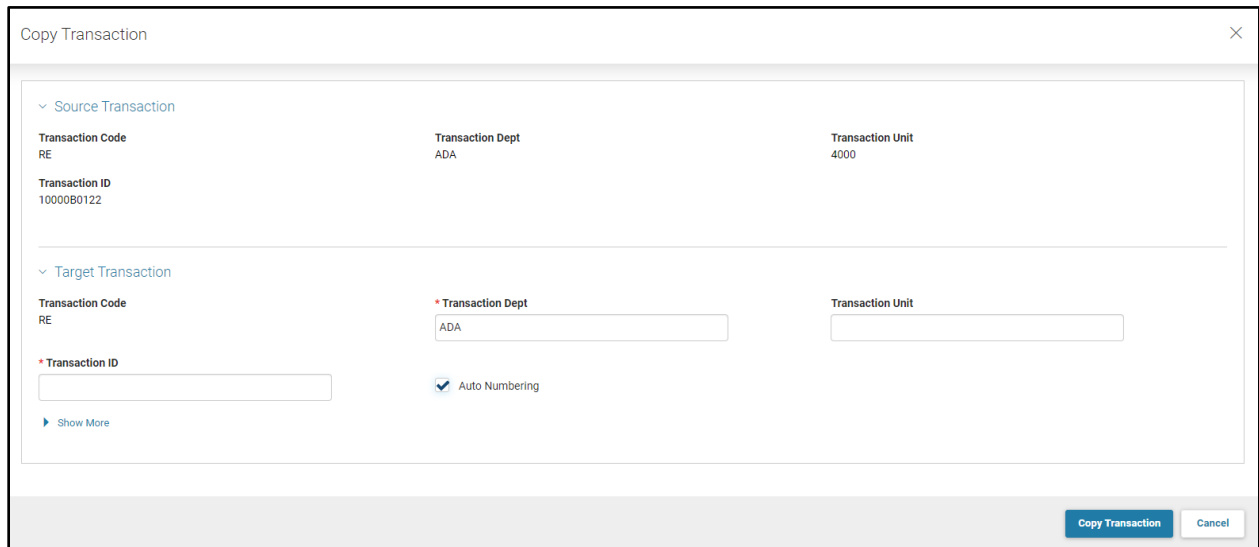


To copy a transaction from the Financial Transaction Catalog, search for the transaction to copy, click the row 3-dot menu on the blue transaction line, and then select Copy.




Code	Dept	Phase	ID	Function	Status	Created By	Actual Amount	Comments	Transaction Description
RE	ADA	Final	1000080122	New	Submitted	adaint	\$0.00	No	BENEFITS F... JAN 2022
RE	ADA	Final	1000080222	New	Submitted	adaint	\$0.00	No	BENEFITS F...
RE	ADA	Final	1000080322	New	Submitted	adaint	\$0.00	No	BENEFITS FC...
RE	ADA	Final	1000080421	New	Submitted	adaint	\$30.25	No	BENEFITS FC...
RE	ADA	Final	1000080422	New	Submitted	adaint	\$0.00	No	BENEFITS FOR APR 2022

The Source Transaction field automatically populates on the Copy Transaction page. Enter the user’s department 3-digit code in the Transaction Dept field, enter a Transaction Department Unit number (optional), select Auto Numbering, and then click Copy Transaction.



The copied transaction opens in Draft phase. Once the source transaction has been copied into the new transaction, users have the ability to modify the information, before validating and submitting the copied transaction. The source transaction phase can be any of the possible phases: Draft, Pending, Final, Historical, Conflict Draft, or Template.

Copy a Transaction 

Scenario 3.

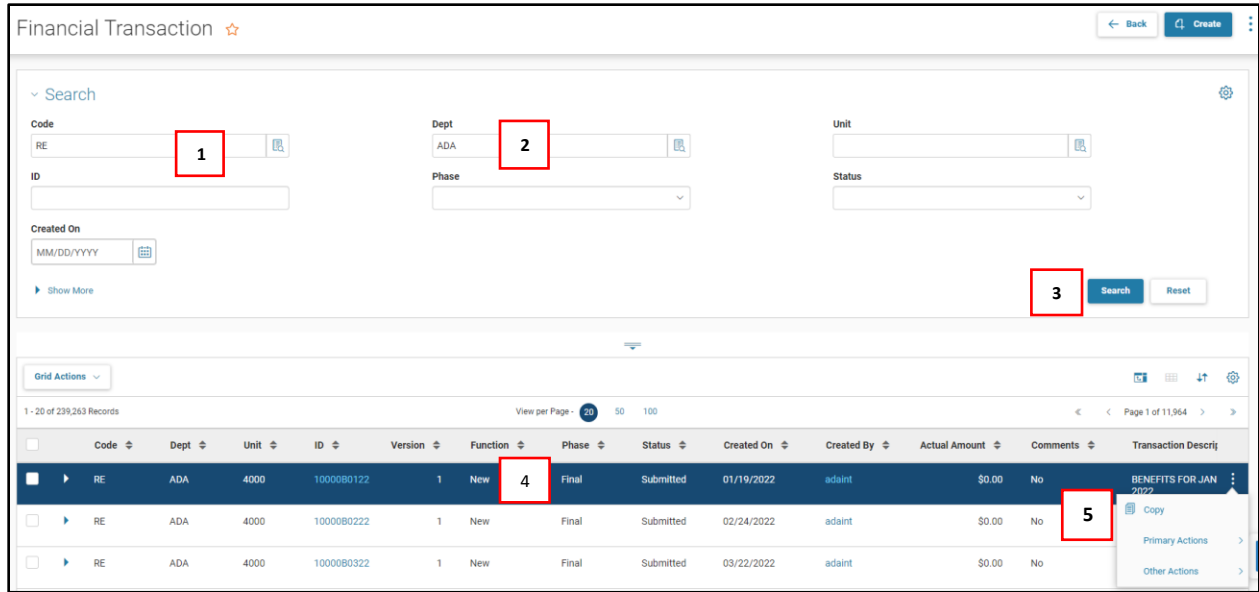
Bill a customer for the same services previously billed last week. In order to save time, copy the previous Receivable (RE) transaction from the Financial Transaction Catalog.

Log in to the AZ360 **Home** page. Navigate to the RE Financial Transaction page using the Transaction Catalog (DOCATLG) widget.

1. From the AZ360 home page, click the **Transaction Catalog (DOCATLG)** widget.

Search for the RE transaction to be copied.

1. In the **Code** field, enter *RE*.
2. In the **Dept** field, enter the user’s department 3-digit code.
3. Click **Search**.
4. Locate the transaction, click the line on the grid to select the transaction.
5. Click transaction **row 3-dot** menu and click **Copy**.



Financial Transaction ☆

Search

Code: RE **1**

Dept: ADA **2**

Unit: []

ID: []

Phase: []

Status: []

Created On: MM/DD/YYYY

Show More

3 Search Reset

Grid Actions

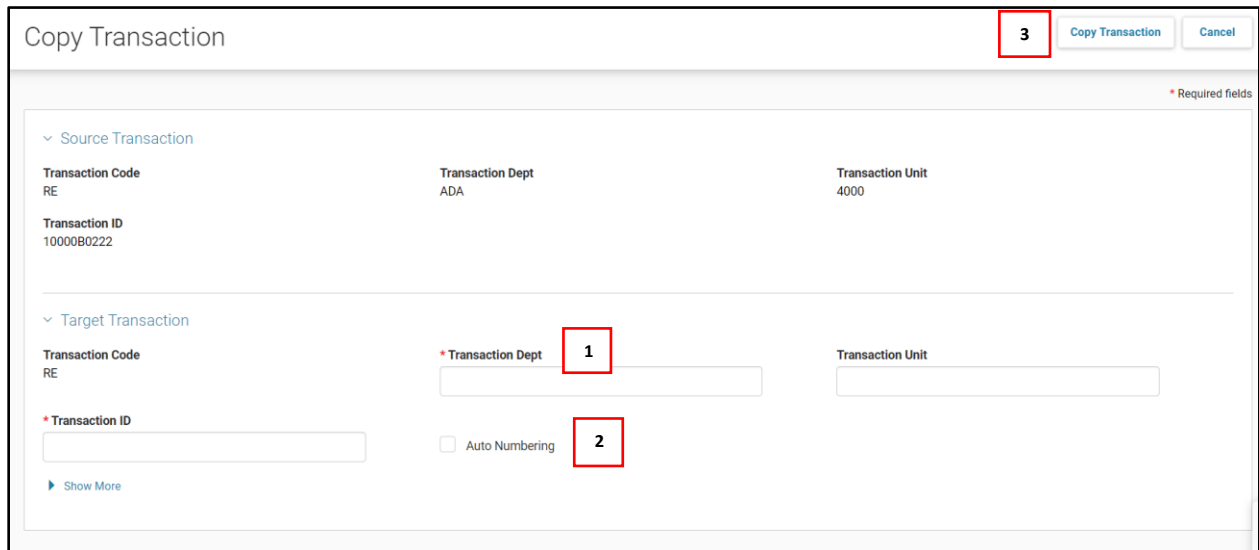
1 - 20 of 239,263 Records View per Page: 20 50 100 Page 1 of 11,964

Code	Dept	Unit	ID	Version	Function	Phase	Status	Created On	Created By	Actual Amount	Comments	Transaction Description
RE	ADA	4000	10000B0122	1	New	4 Final	Submitted	01/19/2022	adaint	\$0.00	No	BENEFITS FOR JAN 2022
RE	ADA	4000	10000B0222	1	New	Final	Submitted	02/24/2022	adaint	\$0.00	No	
RE	ADA	4000	10000B0322	1	New	Final	Submitted	03/22/2022	adaint	\$0.00	No	

5 Copy Primary Actions Other Actions

Enter the Target Transaction information.

1. In the **Transaction Dept** field, enter the user’s department 3-digit code.
2. Select **Auto Numbering** check box.
3. Click **Copy Transaction**.



Copy Transaction **3** Copy Transaction Cancel

Source Transaction

Transaction Code: RE

Transaction Dept: ADA

Transaction Unit: 4000

Transaction ID: 10000B0222

Target Transaction

Transaction Code: RE

* Transaction Dept: **1**

Transaction Unit: []

* Transaction ID: []

Auto Numbering **2**

Show More

Update and finalize the transaction.

1. Make any necessary change to the newly created transaction.
2. 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**.



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

Copy Forward a Transaction

Copy Forward enables a user to copy pertinent information from an existing transaction into a new transaction type, in order to reference or liquidate the source transaction. This function expedites data entry and simplifies referencing between transactions with a large number of lines.

For example, an Accounts Receivable clerk needs to authorize receipt of money for an existing Receivable (RE). By clicking the Copy Forward button in the Receivable transaction, AZ360 automatically generates a Cash Receipt (CR) liquidating the Receivable. All of the Receivable's pertinent information, from the Vendor code down to the Outstanding Balance, is carried forward into the generated CR transaction.

Note: Attachments to an original transaction are not copied forward to a new transaction when using the Copy or Copy Forward feature. To include an attachment from the original transaction, download the attachment, make any necessary changes, then upload the attachment to the new transaction.

Use Copy Forward Functionality



Scenario 4.

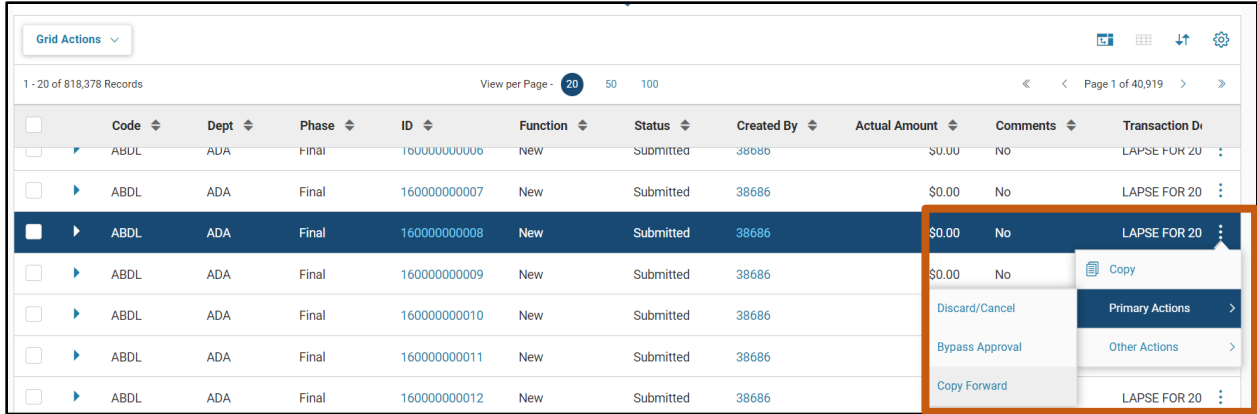
An RE has been paid via cash so a CR needs to be created. In order to facilitate data entry, copy forward the RE transaction to a CR transaction.

Log in to the AZ360 **Home** page. Navigate to the RE Financial Transaction page using the Transaction Catalog (DOCATLG) widget.

1. From the AZ360 home page, click the **Transaction Catalog (DOCATLG)** widget.

Search for the RE transaction to be copied forward.

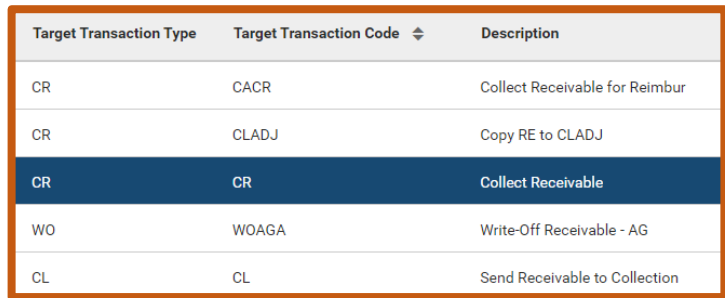
1. In the **Code** field, enter *RE*.
2. In the **Dept** field, enter the user's department 3-digit code.
3. Click **Search**.
4. Locate the transaction, click the line on the grid to select the transaction.
5. Click transaction **row 3-dot** menu, select **Primary Actions**, and click **Copy Forward**.



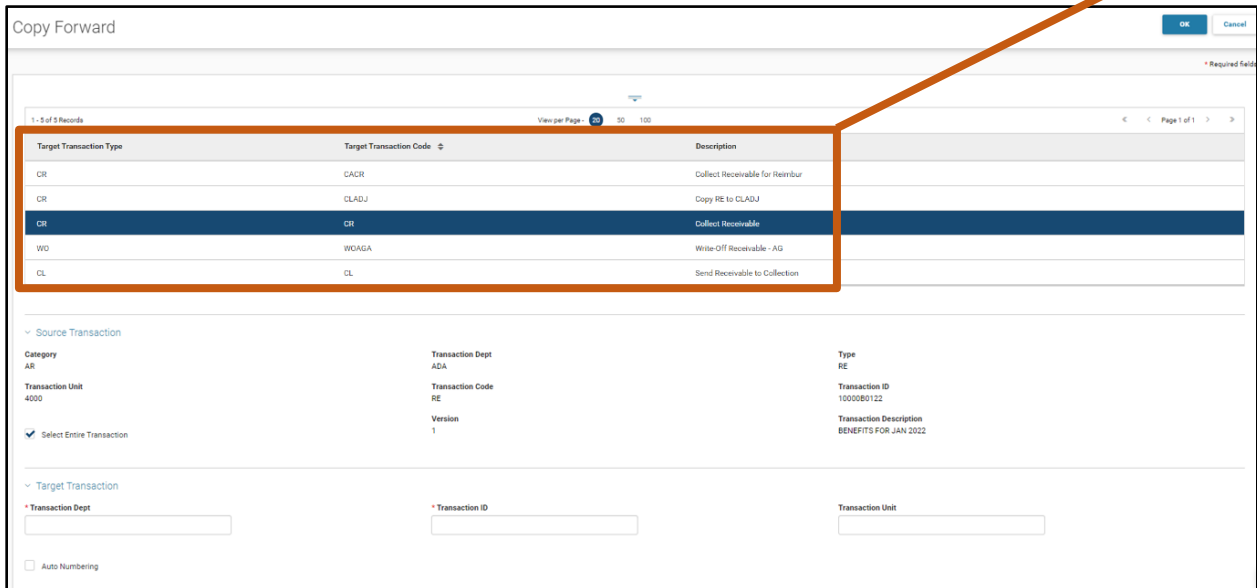
Code	Dept	Phase	ID	Function	Status	Created By	Actual Amount	Comments	Transaction Description
ABDL	ADA	Final	160000000006	New	Submitted	38686	\$0.00	No	LAPSE FOR 20
ABDL	ADA	Final	160000000007	New	Submitted	38686	\$0.00	No	LAPSE FOR 20
ABDL	ADA	Final	160000000008	New	Submitted	38686	\$0.00	No	LAPSE FOR 20
ABDL	ADA	Final	160000000009	New	Submitted	38686	\$0.00	No	LAPSE FOR 20
ABDL	ADA	Final	160000000010	New	Submitted	38686	\$0.00	No	LAPSE FOR 20
ABDL	ADA	Final	160000000011	New	Submitted	38686	\$0.00	No	LAPSE FOR 20
ABDL	ADA	Final	160000000012	New	Submitted	38686	\$0.00	No	LAPSE FOR 20

Complete the Copy Forward page.

1. Select the appropriate Target Transaction Code from the grid. In this scenario, select **CR (Collect Receivable)**.
2. In the **Transaction Department** field, enter the user's department 3-digit code.
3. Select **Auto Numbering** check box.
4. Click **OK**. The CR transaction is created.



Target Transaction Type	Target Transaction Code	Description
CR	CACR	Collect Receivable for Reimbur
CR	CLADJ	Copy RE to CLADJ
CR	CR	Collect Receivable
WO	WOAGA	Write-Off Receivable - AG
CL	CL	Send Receivable to Collection



Copy Forward

1 - 5 of 5 Records

Target Transaction Type	Target Transaction Code	Description
CR	CACR	Collect Receivable for Reimbur
CR	CLADJ	Copy RE to CLADJ
CR	CR	Collect Receivable
WO	WOAGA	Write-Off Receivable - AG
CL	CL	Send Receivable to Collection

Source Transaction

Category: AR, Transaction Unit: 4000, Select Entire Transaction:

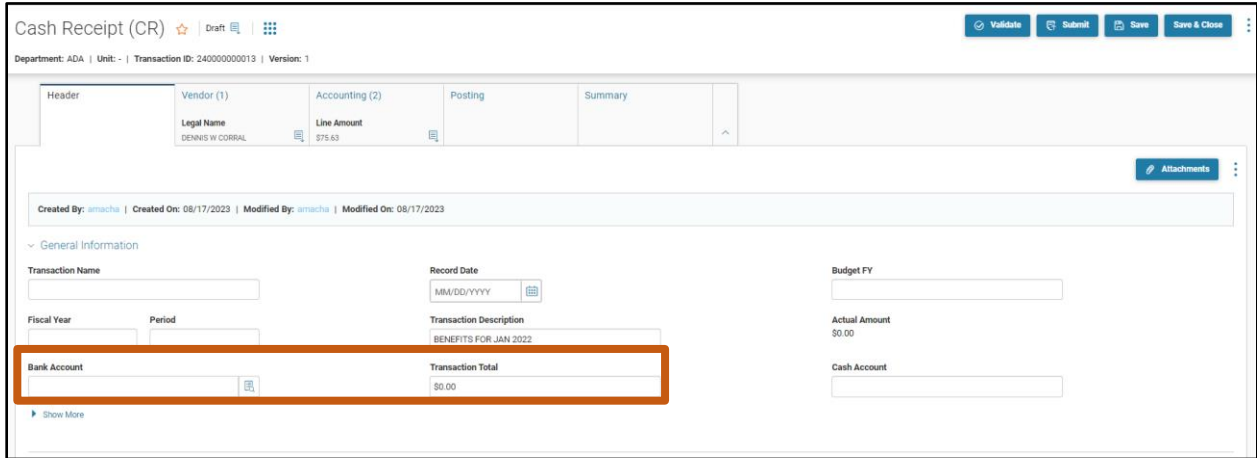
Transaction Dept: Transaction ID: Transaction Unit:

Auto Numbering:

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

1. In the **General Information** section:
 - a. In the **Transaction Total** field, enter the total amount of the payment.

b. In the **Bank Account** field, enter or select a value using the pick list.



Cash Receipt (CR) ☆ Draft | | | | |

Department: ADA | Unit: - | Transaction ID: 240000000013 | Version: 1

Header | Vendor (1) | Accounting (2) | Posting | Summary

Legal Name: DENNIS W CORRAL | Line Amount: \$75.63

Created By: amacha | Created On: 08/17/2023 | Modified By: amacha | Modified On: 08/17/2023

General Information

Transaction Name: | Record Date: MM/DD/YYYY | Budget FY: |

Fiscal Year: | Period: | Transaction Description: BENEFITS FOR JAN 2022 | Actual Amount: \$0.00

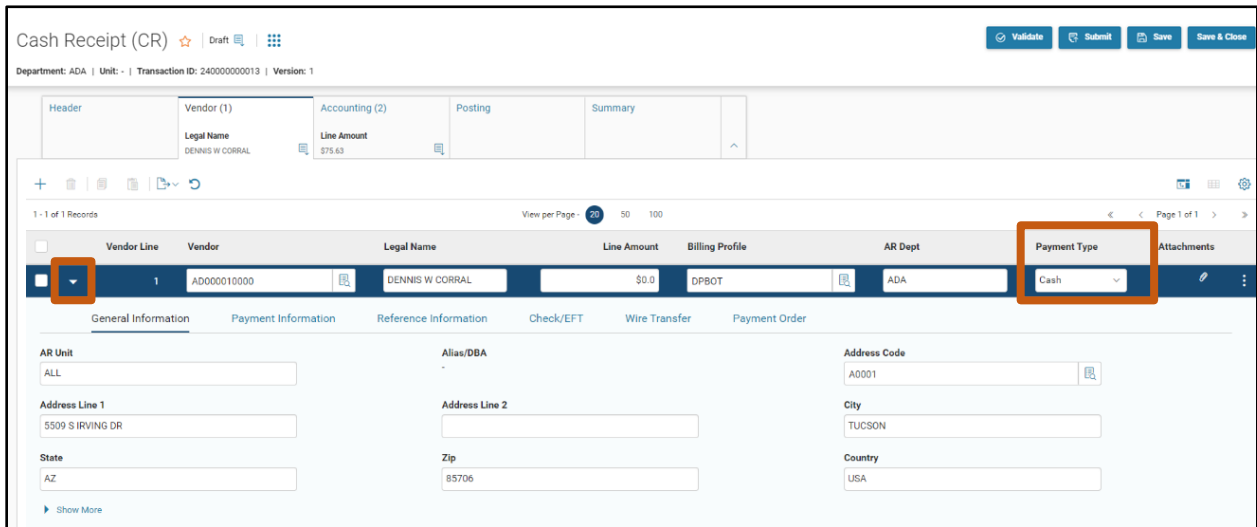
Bank Account: | Transaction Total: \$0.00 | Cash Account: |

Show More

2. Click the **Vendor** tab.

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

1. From the **Payment Type** drop down menu, select the method of the payment. In this scenario, select **Cash**.
2. Click the **Expand** caret on the blue Vendor line. Observe that most of the fields are populated based on values from the RE, including Vendor, Billing Profile, Line Amount, AR Dept, and AR Unit.



Cash Receipt (CR) ☆ Draft | | | | |

Department: ADA | Unit: - | Transaction ID: 240000000013 | Version: 1

Header | Vendor (1) | Accounting (2) | Posting | Summary

Legal Name: DENNIS W CORRAL | Line Amount: \$75.63

1 - 1 of 1 Records | View per Page: 20 50 100 | Page 1 of 1

Vendor Line	Vendor	Legal Name	Line Amount	Billing Profile	AR Dept	Payment Type	Attachments
1	AD00010000	DENNIS W CORRAL	\$0.0	DPBOT	ADA	Cash	

General Information | Payment Information | Reference Information | Check/EFT | Wire Transfer | Payment Order

AR Unit: ALL | Alias/DBA: - | Address Code: A0001

Address Line 1: 5509 S IRVING DR | Address Line 2: | City: TUCSON

State: AZ | Zip: 85706 | Country: USA

Show More


3. Click the **Accounting** tab.

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

1. Review the details that populated based on the values from the RE. In this scenario, the CR will liquidate the entire amount of the RE transaction.

2. 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**.
3. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval**.
4. Click **Home** icon to return to the home page.


View and Correct Transaction Errors

When users select Save, Validate, or Submit a transaction, AZ360 performs a series of checks on the transaction. If AZ360 encounters any errors, it displays a brief error message at the top of the page. If AZ360 finds more than one error, the first error message is displayed along with the total number of errors. For example, 1 of 6 indicates that there is a total of six error messages. To see all of the error messages, select the Message Panel (at the right side of the errors) by clicking the () icon.

A scroll bar allows users to scroll down to view additional errors. Hovering over the blue text will result in the text becoming underlined. Clicking the underlined portion of the error message will take the user to the tab that contains the error.

Error Types

Error messages have different severity levels. The levels are:

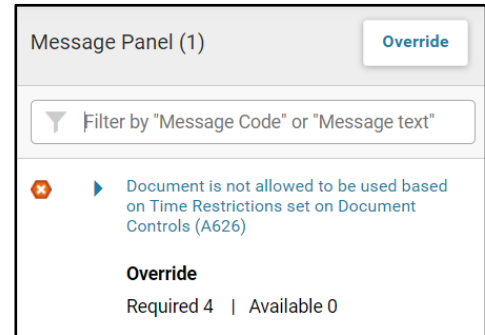
- **Informational** – For informational purposes only and does not affect whether a transaction is accepted to the next phase. All informational messages that occur during transaction processing are accumulated so users see all of the informational messages for that transaction version at one time. Represented by a () icon.
- **Warning** – Does not affect whether a transaction is accepted to the next phase. Warnings are compared with the warning message from a previous validate or submit action. If there are any new warnings since the last time, the user is given the chance to review these warnings before the transaction is accepted to the next phase. The next time the transaction is submitted, the transaction is

accepted to the next phase if there are no new warnings. All warning messages that occur during transaction processing are accumulated so users see all of the warning messages for that transaction version at one time. Represented by a (⚠) icon.

- Error – The transaction is rejected and any updates or changes made outside of the transaction are not committed to the database. All error messages that occur during transaction processing are accumulated so the user can see all of the error messages for that transaction version at one time. In addition, the phase of the transaction remains at the Draft phase until the user fixes the transaction and validates or submits the transaction again. Represented by a (❌) icon.

Override Error Messages

An Override Error can be raised during transaction processing (validate or submit). This type of error message has a severity level of Error and an associated override level. Override error messages allow users to downgrade the message from an error to a warning, by applying the Override action to the transaction version with appropriate security. User override level, which is set up in security, needs to be greater than or equal to the override level that is set for the error message, in order for the message to be overridden.



For instructions on how to resolve common issues in AZ360, see the **AZ360 Common Troubleshooting Error Questions & Answers Reference Document** available at <https://gao.az.gov/operations-resources>.

Print a Transaction

AZ360 has several printing functions. It has the ability to print checks, invoices, and other transactions. Users select various print options before sending the actual print transaction request. These options include: the print job and resource to use, how many copies to print, and whether to print on both sides. When printing a transaction, attachments need to be printed separately. Print functions include:

- Print an Open Transaction – Print a transaction by selecting the Print button on an open transaction, which is located on the Page 3-dot menu. This feature is not available on all transactions.
- Print a Transaction from the Financial Transaction Catalog – Print a transaction by selecting the transaction to print, select the row 3-dot menu and under Other Actions, select Print.
- Print Multiple Transactions using the Batch Print Process – Authorized users can print multiple transactions of the same transaction code using the Batch Print Process.

Print an Open Transaction – Steps

1. Search for and open the transaction to print.
2. Click the **Page 3-dot** menu.
3. Click **Print** located under **Other Actions**.
4. Select the print settings.
5. Click **Print**.

Print a Transaction from the Financial Transaction Catalog – Steps

1. From the Financial Transaction Catalog, search for the transaction to print.
2. Highlight the transaction.
3. Click the transaction **row 3-dot** menu.
4. Click **Other Actions**.
5. Click **Print**.
6. On the Print page, select the print settings.
7. Click **Print**.

Creating Templates

There are many ways to create transactions. There are ways to simplify the process of transaction creation by using the tools available in AZ360. Understanding and utilizing these tools will make it easier to accomplish repetitive tasks more efficiently. In this section, users will learn about transaction templates.

To eliminate the need to enter the same data repeatedly, AZ360 has Transaction Templates that allow users to use a frequently-used transaction as a starting point for creating subsequent transactions.

Transaction Templates

Most transactions that can be created from the Financial Transaction Catalog in AZ360 can be created as templates to assist in future transaction creation. Transaction templates share the same structure and data entry fields as real transactions, but no processing of the data is allowed. They always remain in the template phase.

When creating a transaction template, enter the data that is relevant for most of the transactions created. Once users have created and saved the template, it can be used as the starting point for all future transactions created, thereby eliminating the need to enter the same information each time.

Transaction templates are ideal for users or groups of users who repeatedly create transactions with the same information, or for those users who infrequently enter transactions and need a place to save the information that is needed for future work.

Create a Template for a Recurring RE Transaction

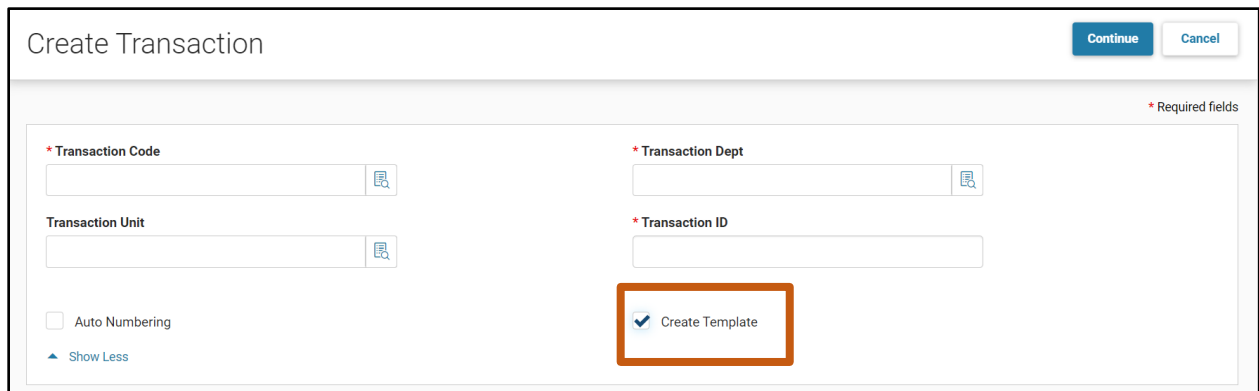


Scenario 5.

An agency receives a request to create an RE transaction that is nearly identical to a receivable that is created every month for the same customer. Create a transaction template for future use in order to save data entry time and minimize errors.

Log in to the AZ360 **Home** page. Navigate to the RE Financial Transaction page using the Transaction Catalog (DOCATLG) widget.

1. Complete the steps from the “Copy a Transaction” scenario to call up Copy Transaction window for the RE transaction to be copied.
2. On the **Copy Transaction** window, click the **Show More** caret.
3. Check the **Create Template** check box.
4. Click **Continue**. A new template transaction generates.



The screenshot shows the 'Create Transaction' window. It features a title bar with 'Continue' and 'Cancel' buttons. The main area contains a form with the following elements: a '* Transaction Code' field with a search icon, a '* Transaction Dept' field with a search icon, a 'Transaction Unit' field with a search icon, and a '* Transaction ID' field. Below these fields are an 'Auto Numbering' checkbox and a 'Create Template' checkbox, which is checked and highlighted with an orange border. A 'Show Less' link is located at the bottom left of the form area. A '* Required fields' label is positioned in the top right corner of the form area.

5. Click **Save & Close**.

View the completed Template on the RE Financial Transaction page.

1. In the **Code** field, enter *RE*.
2. In the **Dept** field, enter the user’s department 3-digit code.
3. In the **Phase** field, select **Template** from the drop down menu.
4. Click **Search**. The RE Template generates in the grid at the bottom of the screen.



Financial Transaction ☆

← Back Create

Search

Code RE Dept ADA Unit Status Created By

ID Phase Template

Created On MM/DD/YYYY Function Actual Amount

Transaction Description

Show Less Search Reset

Code	Dept	Unit	ID	Version	Function	Phase	Status	Created On	Created By	Actual Amou
RE	ADA	-	240000000096	1	New	Template	Held	10/04/2023	184984	

Workflow and Transaction Approvals

Transaction approval processing is a system of routing transactions through workflow to one or more users for review/approval, prior to finalizing the transaction. Workflow provides the technical means of electronically routing transactions to the next resource. In this section, the approver roles in workflow are discussed and various workflow actions are explained. Users also learn how to access their worklist, learn how to check if a transaction has been rejected, and learn how to track the status of a transaction.

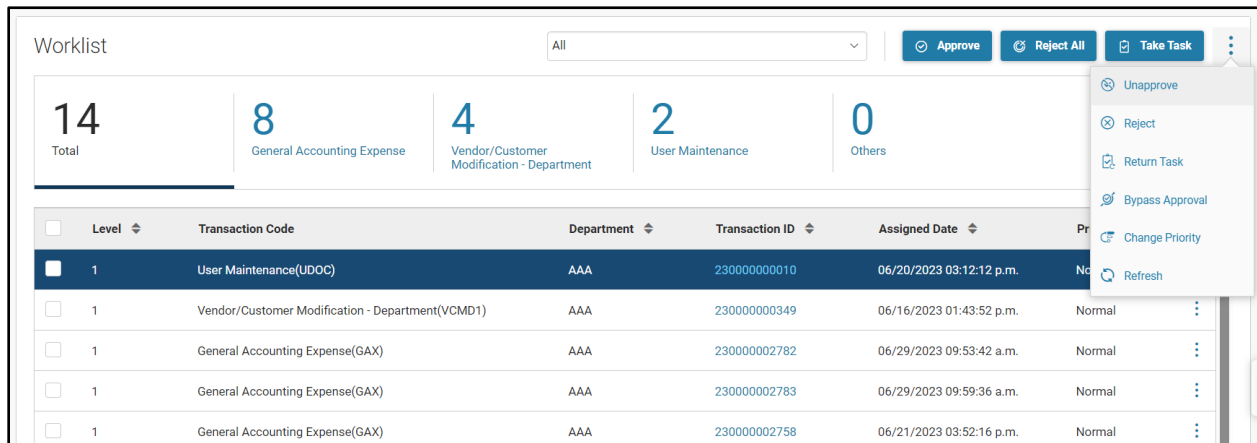
The worklist can be accessed by using a widget, a quicklink, or by using the page code WRKLSTC (Financial). Each will be discussed in the following sections.

Workflow Menu

The Workflow menu contains several actions and options that are based on a user’s security level and workflow roles.

- Unapprove
- Reject
- Return Task
- Bypass Approval (this action is not available to most users)
- Change Priority
- Refresh

The functionality of the Workflow widget is discussed in the “Access the Financial Worklist Using the Widget” section.



The screenshot shows the 'Worklist' interface. At the top, there are buttons for 'Approve', 'Reject All', and 'Take Task'. Below these are five summary cards: 'Total' (14), 'General Accounting Expense' (8), 'Vendor/Customer Modification - Department' (4), 'User Maintenance' (2), and 'Others' (0). A table below lists transactions with columns for Level, Transaction Code, Department, Transaction ID, and Assigned Date. A dropdown menu is open on the right, showing options: Unapprove, Reject, Return Task, Bypass Approval, Change Priority, and Refresh.

Level	Transaction Code	Department	Transaction ID	Assigned Date	Priority
1	User Maintenance(UDOC)	AAA	230000000010	06/20/2023 03:12:12 p.m.	Normal
1	Vendor/Customer Modification - Department(VCMD1)	AAA	230000000349	06/16/2023 01:43:52 p.m.	Normal
1	General Accounting Expense(GAX)	AAA	230000002782	06/29/2023 09:53:42 a.m.	Normal
1	General Accounting Expense(GAX)	AAA	230000002783	06/29/2023 09:59:36 a.m.	Normal
1	General Accounting Expense(GAX)	AAA	230000002758	06/21/2023 03:52:16 p.m.	Normal

Workflow Roles

Approvers can view the All worklist, their Personal worklist or their Departmental worklist in order to see transactions requiring approval. When transactions are submitted for approval they route to the workflow role worklist. The functions of the approver are described below.

The approver with appropriate security rights can complete the following actions:

- Approve the transaction from the user worklist
- Unapprove or recall an approved transaction
- Reject a transaction with comments
- Return a transaction to the worklist
- Reassign transactions to approvers



- Reject all levels of approval
- Manually route a transaction to an additional approver
- Apply an override to a transaction with errors to finalize it
- Remove an override to a transaction

An approver cannot approve their own transactions.

Access the Financial Worklist Using the Widget

The worklist widget is a listing of all transactions which are awaiting approval. Users can view transactions via the following options displayed in the Worklist drop down menu:

- All worklist – All pending transactions for all state agencies that need approval.
- Personal worklist – All pending transactions where a user has utilized the Take Task option will appear in this worklist.
- Departmental worklist – All pending transactions routed to a user agency’s workflow for approval.

Worklists should be reviewed daily or more often, if required by department policy.

The screenshot shows a 'Worklist' widget with a summary bar and a table below. The summary bar includes a dropdown menu set to 'All' and buttons for 'Approve', 'Reject All', and 'Take Task'. The summary bar displays counts for different categories: 14 Total, 7 General Accounting Expense, 4 Vendor/Customer Modification - Department, 2 User Maintenance, 0 Internal Exchange Transaction - Operating Transfer, and 0 Others.

Level	Transaction Code	Department	Transaction ID	Assigned Date	Priority
1	Internal Exchange Transaction - Operating Transfer(IETOP)	AAA	240000000002	08/11/2023 10:09:35 a.m.	Normal
1	General Accounting Expense(GAX)	AAA	230000002784	06/29/2023 10:16:27 a.m.	Normal
1	General Accounting Expense(GAX)	AAA	230000002783	06/29/2023 09:59:36 a.m.	Normal
1	General Accounting Expense(GAX)	AAA	230000002782	06/29/2023 09:53:42 a.m.	Normal

Access Workflow Role Worklist

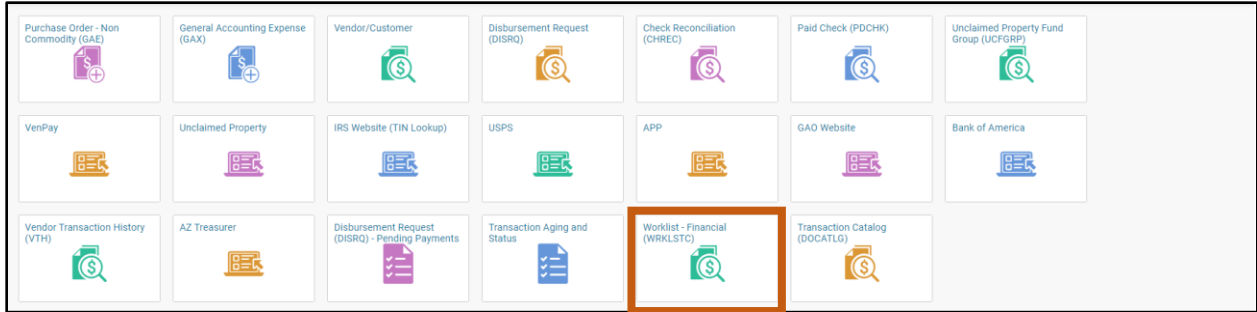
Approvers may add additional tasks to their personal worklist from the All worklist or the Departmental worklist using the Take Task option dependent upon the approval rights they have been assigned. Each approval right has its own workflow role which allows users to approve certain transactions assigned to that role. While users will be able to view all transactions, they will only be able to approve transactions assigned to their workflow role.

Access the Financial Worklist Using the Quicklink and Page Code

The quicklink and the page code provide the same features and they are discussed below.

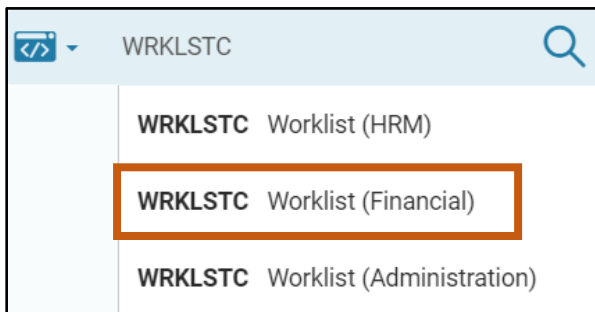
Worklist Using the Quicklink

The homepages have been designed with a financial worklist quicklink. If a user is an approver, they have access to the transactions that need to be approved.



Worklist Using the Page Code


The worklist can also be accessed by entering the page code (WRKLSTC) in the Global Navigation menu and then selecting WRKLSTC Worklist (Financial). This page has the same access to the worklist as the quicklink.

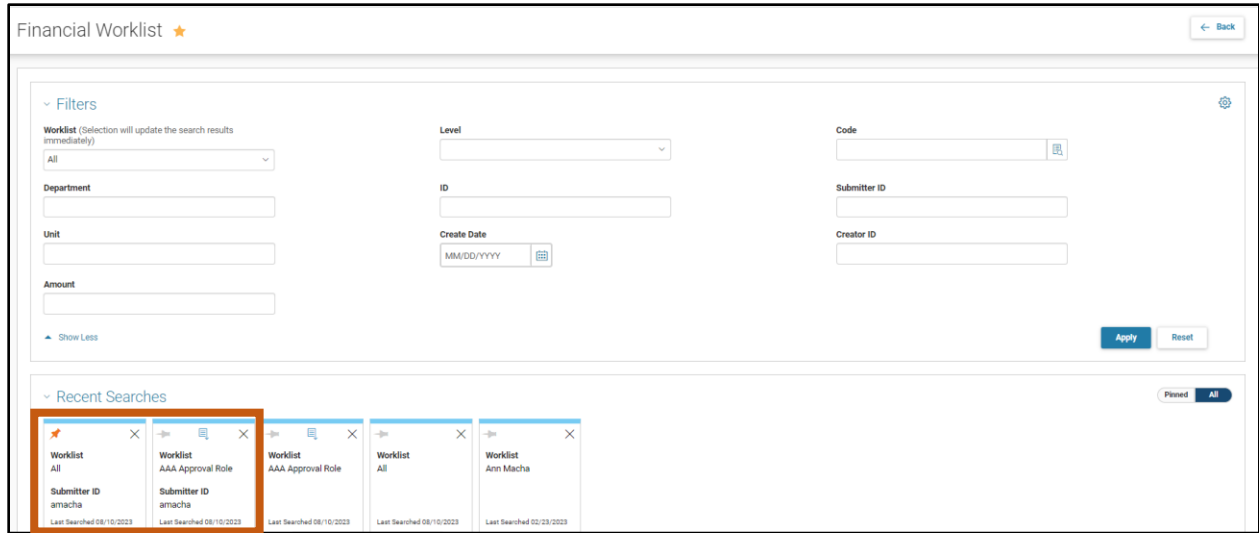


Using the Financial Worklist

The Financial Worklist page provides the ability to search through the transactions that need approval. The user can search by:

Search Field	Description	Search Field	Description
Worklist	Approval role	Submitter ID	User who submitted the transaction
Level	Approval level	Unit	Transaction unit
Code	Transaction code	Create Date	Date the transaction was created
Department	Department Agency code	Creator ID	User who created the transaction
ID	Transaction ID	Amount	Transaction amount

Recent Searches are created each time a user searches for transactions. If there is a Search that can be used repeatedly, click the Pin () button located on the Recent Searches section.



Workflow/Worklist Actions

In order to better understand the workflow process, it is important to understand the actions that can be taken on a transaction. There are different actions that can be performed, depending on where users are in AZ360, some of these actions overlap between areas. When reviewing the different workflow actions, some actions are only available to an approver based on their security authorization. This topic will help differentiate between what actions can occur and where.

Note: It is important to keep in mind that some actions are only available to an approver, based on their security authorization.

Actions in a Transaction

After a user successfully validates a transaction (no errors prevent submission) and clicks Submit, if that transaction requires approvals, it will then be routed to workflow and assigned a phase of Pending. Once it is assigned to a workflow, an approver may approve or reject a transaction, using the buttons at the top of a transaction page. There are three buttons available for workflow processing, Approve, Reject, and Reject all.

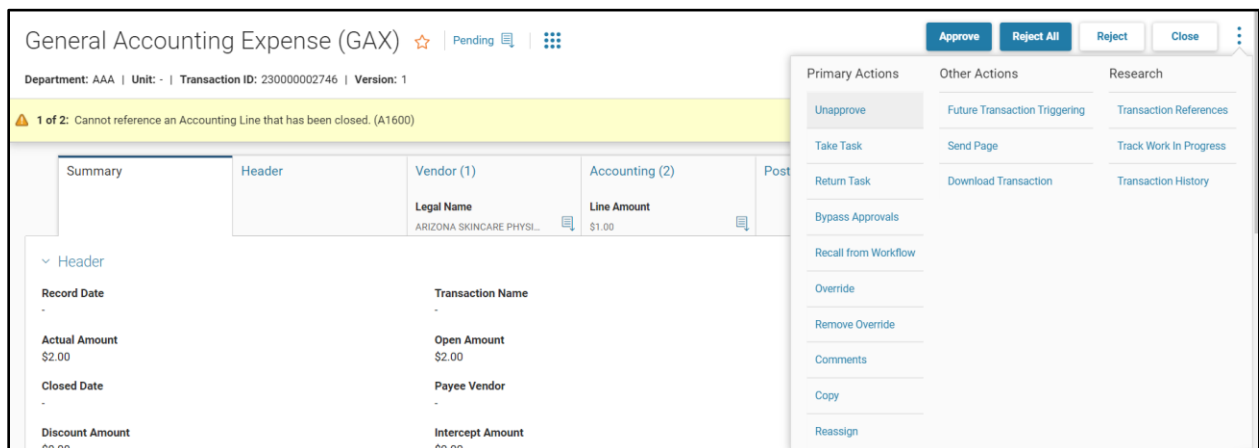
- Approve – Applies approval to the transaction being reviewed by the user. If further approval is required for the transaction it is sent to that level in the workflow.
- Reject All – An administrative action that rejects the transaction completely out of workflow regardless of approval level or routing sequence level.
- Reject – Rejects a transaction pending approval at the approver’s level. This action routes the transaction back to the previous approver for reconsideration, if applicable.



There are additional workflow actions available in the transaction, which are accessible from the Page 3-dot menu located at the top right of a transaction page. Click the Page 3-dot menu to display the workflow actions under Primary Actions:



- Unapprove – Removes a previously applied approval from a transaction. Users may apply an Unapprove action only on a transaction on which an approve action has occurred, as opposed to a Reject action, which can be applied on a transaction at any approval level.
- Take Task – This action moves a transaction or transactions from an approval role to the personal worklist of an approver. This is an optional feature and is dependent upon department policy.
- Bypass Approvals – Available to authorized users only. Allows the transaction to process to Final without having to go through the approval process. The action can be applied from within the transaction or from the worklist.
- Override – Allows authorized users to finalize (override) transactions that contain acceptable errors. This action is only available on transactions in Draft phase.
- Remove Override – Allows authorized users to remove override approvals from transactions with errors that have been previously approved. This action is only available on transaction drafts with overrides applied. The action can be applied from the Financial Transaction Catalog, workflow list or an open transaction.
- Recall from Workflow – Select this link to re-review any transactions that users have approved on user’s worklist provided those transactions are still in a Pending phase, and users approval is the highest one that has been applied to the transaction. At this point, users may re-approve the transaction or perform a Reject action. The transaction must be submitted in order to move into Final phase.



Approve a Transaction

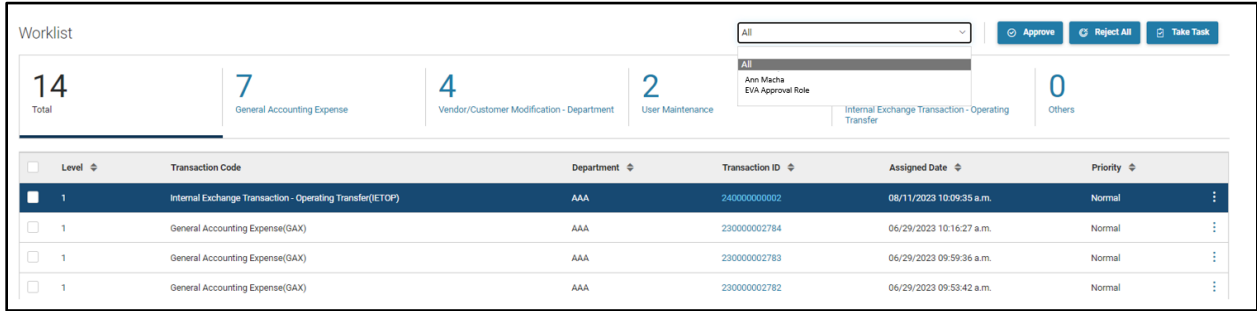
A transaction may have several (one or two) required approvals. Rules have been defined for requiring approval levels to a transaction.

Authorized users can approve a transaction routed directly, or to any approval roles assigned, by either accessing the transaction or using the row 3-dot menu from the Financial Transaction Catalog or worklist.

Transaction Approval – Steps

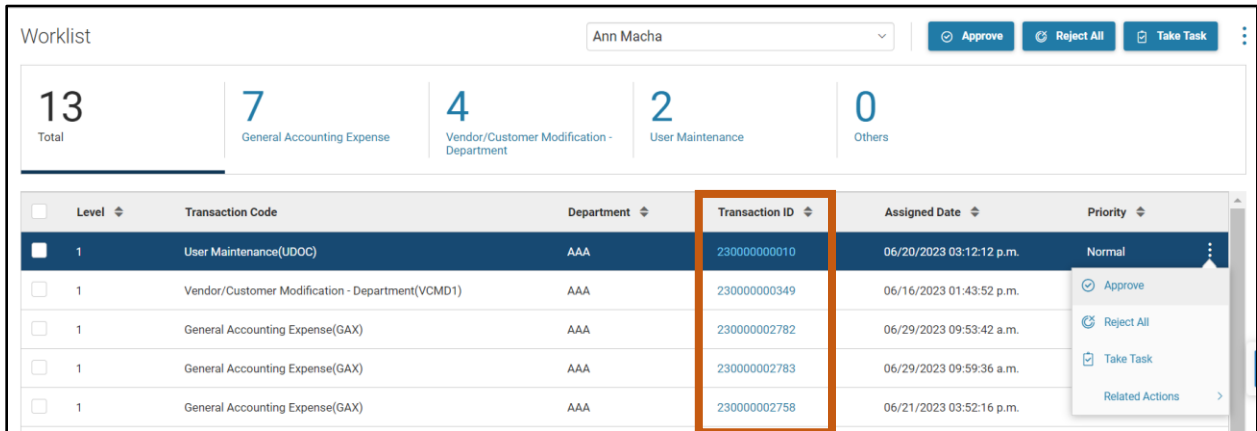
Note: The steps below detail how to approve a transaction using a personal worklist. If a user is utilizing their personal worklist, they will first need to perform the Take Task action on a transaction to move the transaction into their personal worklist.

1. As a user with an Approval Role, go to the Worklist widget and select either the All worklist, the user’s personal worklist, or the user’s departmental worklist. In this scenario, the user’s personal worklist has been selected.



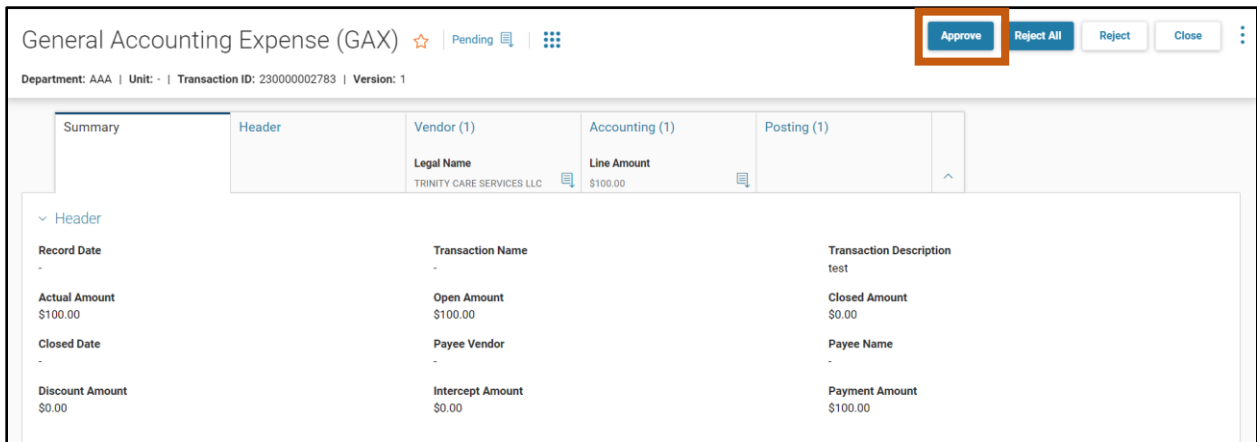
Level	Transaction Code	Department	Transaction ID	Assigned Date	Priority
1	Internal Exchange Transaction - Operating Transfer(IETOP)	AAA	240000000002	08/11/2023 10:09:35 a.m.	Normal
1	General Accounting Expense(GAX)	AAA	230000002784	06/29/2023 10:16:27 a.m.	Normal
1	General Accounting Expense(GAX)	AAA	230000002783	06/29/2023 09:59:36 a.m.	Normal
1	General Accounting Expense(GAX)	AAA	230000002782	06/29/2023 09:53:42 a.m.	Normal

2. The approver then selects the link to the transaction on the worklist to open the transaction. Clicking the Transaction ID link opens the transaction so it can be reviewed.



Level	Transaction Code	Department	Transaction ID	Assigned Date	Priority
1	User Maintenance(UDOC)	AAA	230000000010	06/20/2023 03:12:12 p.m.	Normal
1	Vendor/Customer Modification - Department(VCMD1)	AAA	230000000349	06/16/2023 01:43:52 p.m.	
1	General Accounting Expense(GAX)	AAA	230000002782	06/29/2023 09:53:42 a.m.	
1	General Accounting Expense(GAX)	AAA	230000002783	06/29/2023 09:59:36 a.m.	
1	General Accounting Expense(GAX)	AAA	230000002758	06/21/2023 03:52:16 p.m.	

3. The user follows the business process in place to review all aspects and details of the transaction to determine whether the transaction should be approved or rejected.
4. The Approve action button is used to approve the transaction.



General Accounting Expense (GAX) ☆ Pending | **Approve** | Reject All | Reject | Close

Department: AAA | Unit: - | Transaction ID: 230000002783 | Version: 1

Summary	Header	Vendor (1)	Accounting (1)	Posting (1)
		Legal Name TRINITY CARE SERVICES LLC	Line Amount \$100.00	

Header			
Record Date -	Transaction Name -	Transaction Description test	
Actual Amount \$100.00	Open Amount \$100.00	Closed Amount \$0.00	
Closed Date -	Payee Vendor -	Payee Name -	
Discount Amount \$0.00	Intercept Amount \$0.00	Payment Amount \$100.00	

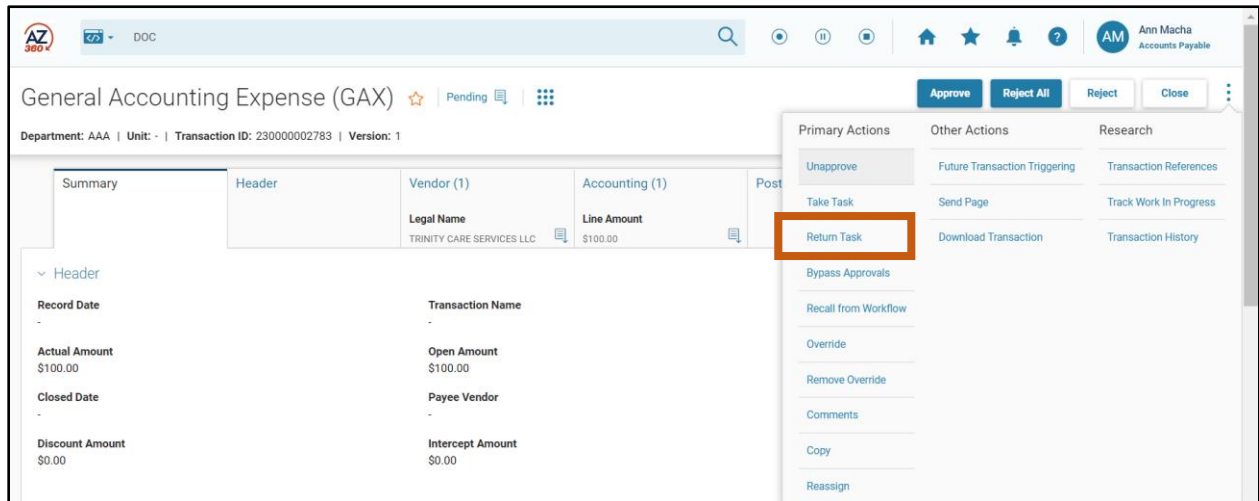
- If this is the last approval needed to be applied to the transaction, the Approve action will:
 - Change the transaction’s phase from Pending to Final.
 - Update all applicable tables, journals and inquiries.
 - Update Workflow related inquiries, such as the Track Work In Progress inquiry.
- When another approval is required for the transaction, the Approve action will:
 - Retain the transaction’s phase of Pending.
 - Not update any applicable tables, journals and inquiries, such as the Track Work In Progress inquiry, other than Workflow.
 - Place a link to the transaction in the worklist of the next Approval Role.

For a more detailed explanation on how to approve transactions and manage worklists, see the **AZ360 Financial Worklist Overview Video** available via <https://gao.az.gov/resources/training/gao-training-resources> under Additional Resources tab.

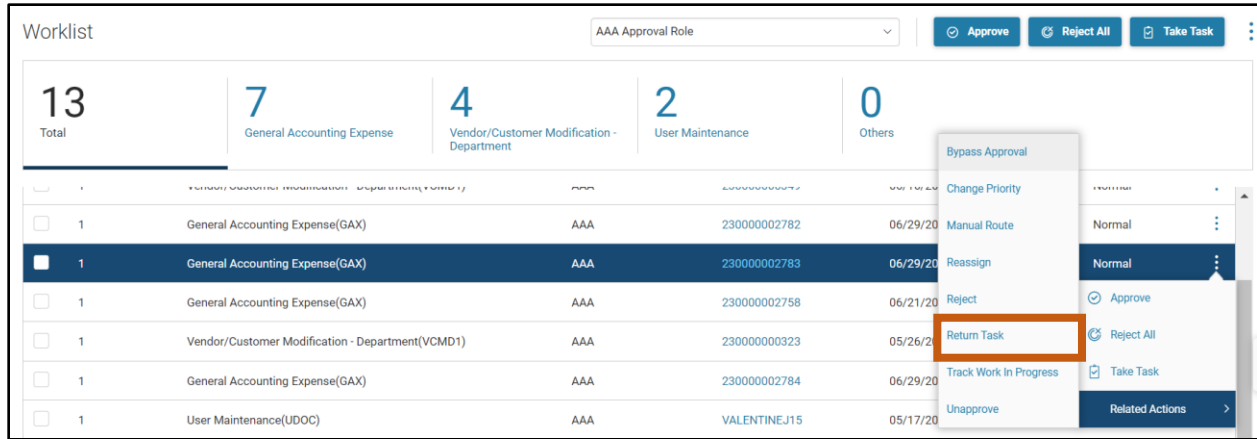
Return Task

Work items (transactions) originally assigned to a workflow role and then taken by a user can be returned to the worklist if necessary. This might occur if a transaction was taken in error.

To return a work item from within the transaction, click the transaction Page 3-dot menu and select Return Task from under Primary Actions.



To return a work item from the Worklist grid, click the transaction row 3-dot menu and select Return Task.



The screenshot shows a 'Worklist' interface with a summary bar at the top. The summary bar displays counts for different categories: Total (13), General Accounting Expense (7), Vendor/Customer Modification - Department (4), User Maintenance (2), and Others (0). Below the summary is a table of transactions. A context menu is open over one of the transactions, showing options like 'Bypass Approval', 'Change Priority', 'Manual Route', 'Reassign', 'Reject', 'Return Task', 'Track Work In Progress', and 'Unapprove'. The 'Return Task' option is highlighted with an orange box.

Transaction ID	Description	Approval Role	Transaction Number	Due Date	Status
1	General Accounting Expense(GAX)	AAA	23000002782	06/29/20	Normal
1	General Accounting Expense(GAX)	AAA	23000002783	06/29/20	Normal
1	General Accounting Expense(GAX)	AAA	23000002758	06/21/20	Approve
1	Vendor/Customer Modification - Department(VCMD1)	AAA	23000000323	05/26/20	Reject All
1	General Accounting Expense(GAX)	AAA	23000002784	06/29/20	Take Task
1	User Maintenance(UDOC)	AAA	VALENTINEJ15	05/17/20	Related Actions

Approvers with appropriate security also have the capability of approving or rejecting a transaction from within their worklist, even though the transaction resides in a different user’s worklist. By doing so, this also releases the transaction from the other user’s worklist. In this case, the transaction follows normal workflow rules; if the transaction has been approved, it goes to the next approval level or is submitted to Final. If the transaction has been rejected, it goes back to the previous approval level or to the submitter.

Reject a Transaction with Comments

Rejecting a transaction can occur from inside a transaction, the grid, or from within a worklist. When accessing the transaction from a worklist, the Reject action button, located beside the Approve action button, is used to reject the transaction. When the Reject action button is selected, the authorized user should create a Transaction Comment to explain the reason(s) for rejecting the transaction.

When a transaction is rejected, two things can happen based on where in the approval process the transaction is.

- If a prior approval action was applied to the transaction, using the Reject action will:
 - Retain the transaction’s phase of Pending.
 - Place the transaction in the worklist of the user who applied the prior Approval action.
 - Update Workflow related inquiries such as the Track Work In Progress.
- If this is the first approval action applied to the transaction, using the Reject action will:
 - Change the transaction’s phase from Pending to Draft.
 - Place the transaction in the worklist of the user who applied the Submit action to the transaction.

When rejecting a transaction, the approver is directed to the Transaction Comments page. On this page, the approver can use the Insert and Save links to add and save comments to the transaction.

Reject a Transaction with a Comment - Steps

1. Access user’s worklist.
 - a. Open the Worklist. Use the widget, quicklink, or page code. The Worklist opens.
2. Locate the transaction to be approved.
 - a. In the **Code** field, enter *CR*.
 - b. In the **Dept** field, enter the user’s department 3-digit code.
 - c. Click **Apply**. The matching transaction is displayed.
3. Take the approval task for the CR.
 - a. Click the **check box** for the CR line.
 - b. Click **Take Task**.
4. Open user’s worklist and open the CR transaction.
 - a. From the **Select Worklist** drop down menu, select the worklist that corresponds to users ID. The CR transaction appears in the worklist.
 - b. Click the **link** in the ID column to open the transaction. The CR transaction opens.
5. Review and reject the transaction.
 - a. Review the information on the transaction.



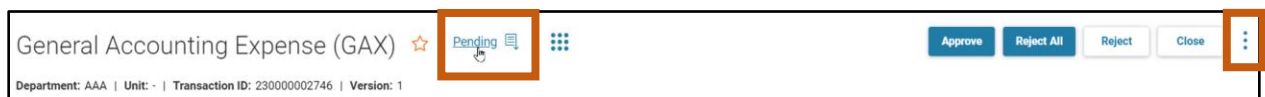
- b. Click **Reject**. The Transaction Comments page opens and a **Reject action complete** message is displayed.
6. Enter comments and close the transaction.
 - a. Click the “+” symbol to insert a comment.
 - b. In the **Subject** field, enter the reason for the rejection. In this scenario, enter *Incorrect Obj Code*.
 - c. Click the **Expand** caret on the blue Comment line.
 - d. In the **Comment** field, enter more detail regarding the rejection. In this scenario, enter *Please correct the object code and resubmit*.
 - e. Click **Save**.
 - f. Click **Back** to return to the transaction.
7. Verify that Transaction Comments appears in the Title Bar, Smart Menu of the transaction.
8. Click **Close** to return to the worklist.
9. Click **Home** icon to return to the home page.

Track Work in Progress

The approver can track the transaction history, using the Track Work In Progress function. Track Work in Progress displays where the transaction is located in the approval workflow process, and can be used by any user with access to the transaction.

On the Track Work in Progress page, the user can review the transaction status, see what approval actions have been performed, determine the number of required transaction approval levels, and see the names of the approvers.

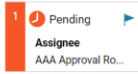
To access the Track Work in Progress page, open the transaction and click the Page 3-dot menu at the top right of the page. Then click Track Work in Progress located under Research. Or click the blue Pending status hyperlink (Note: The hyperlink will show when a user hovers over the word Pending).





Track Work in Progress [← Back](#)

Transaction Dept: AAA | Transaction Unit: - | Transaction ID: 23000002746 | Version: 1 | Date Submitted: 2023-05-24 | Submitter: Ann Macha



1 Pending
Assignee
AAA Approval Ro...

1 - 1 of 1 Records View per Page - 20 50 100 Page 0 of 0

<input type="checkbox"/>	Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Status After	Status Before	Approval User Name
<input type="checkbox"/>	4953	1	1	05/24/2023	AAA Approval Role	Pending	Pending	-	-

Resource Section

Appendix A – Terminology

Key terms and definitions used throughout this manual are listed below.

Table 5: Terminology

Term	Description
3-dot Menu	The 3-dot icon opens up a menu of options.
Auto Complete	A feature which automatically predicts the remaining characters in a word or phrase based on what has been entered.
AZ360	Statewide financial management system. This business management software allows the State of Arizona to use a system of integrated applications to manage its business functions.
Batch Job	A program that is assigned to run without further user interaction. The program takes a set of data files as input, processes the data, and produces a set of output data files. This is termed as batch job or batch processing because the input data are collected into batches of files and are processed in jobs or batches by the program.
Bookmark	A way to save frequently visited pages. The user can add any page as a Bookmark by clicking the star on the page. Bookmark are accessed on the homepage by clicking the ★ located on the Global Navigation bar.
Browsing History	Displays the 15 most recently accessed transactions/pages from the current session.
Business Role	Business Roles are configured with a Homepage, a menu, and Process Landing pages to provide ease of navigation and access to data Homepages can include Quicklinks, Widgets, and Analytics.
Caret	A triangle icon that opens to display secondary fields or options.
Centralized Organizational Elements	Chart of Accounts (COA) elements controlled and maintained centrally, impacting all users.
Chart of Accounts	An account structure to classify financial information, which captures the dimensional structure for transactions and reporting on budget data.
Copy	Feature that duplicates the transaction within the same Transaction Code.
Copy Forward	Feature that enables a user to copy pertinent information from a finalized existing transaction into a new Transaction Type whose purpose is to reference or liquidate the source transaction.
Decentralized Organizational Elements	COA elements defined and maintained at the department level including the organizational Chart of Accounts (COA) elements below Department: Division, Group, Section, District, Branch, and Unit.
Department	One element in the AZ360 Chart of Accounts (COA) structure. This element is associated with a state agency. In this manual, unless otherwise defined, department and agency are interchangeable.
Financial Transaction Catalog	A central location where transactions can be generated and reviewed.
Grid	A list of records displayed in a table format. Grids are located on most pages.

Term	Description
Hamburger Menu	A horizontal 3-line icon or ‘hamburger’ icon opens up a Primary Navigation Panel menu.
Hierarchy	A tree-type relationship among a series of Chart of Accounts (COA) elements where one element, a parent, is broken down into smaller tabs, called children. The hierarchy may be one that is structured within the application (Fund and Sub Fund) or implied through setup (Fund Category and Fund Class).
Home Page	Each business role has an associated home page that contains a combination of quick links to application pages, widgets that display both common and business area information, and various other types of media.
Inferred Values	Values that are automatically populated based on previous entries in AZ360.
Inquiries	Display summary and detailed information from successfully processed transactions, for viewing only.
Messages	Statements of communication that are issued when a transaction is validated or submitted. The message can be due to user error, a warning, or informational.
Page Code	Each page in AZ360 has a name and a code. The name or code can be used for navigation using the Global Search located at the top of the window.
Page Search	A command used to find and navigate to any page in the application.
Primary Navigation Panel	<p>Each business role is intended to have some amount of navigation available from the Primary Navigation Panel (that is, the left panel). The Primary Navigation Panel is broken into five levels:</p> <ul style="list-style-type: none"> ▪ Navigation starts with an icon for each business process within a business role. ▪ A ‘hamburger’ menu icon to expand the first navigation level. ▪ Business process names. ▪ Business activity names. ▪ System Resource Targets. <p>Each level provides more specific details regarding the business function selected.</p>
Reference Tables	Data is established on these pages that controls how the application functions and provides valid values (codes) for data entry. Some of these pages are updated by batch or transaction processing while others can be updated by users who have appropriate security authorization.
Roll-up	A grouping of Chart of Accounts (COA) element codes for reporting or control purposes. Most elements use class, category, type, and group to roll information into higher levels of summarization.
Transaction Phases	A point in time within the transaction processing lifecycle. Common transaction phases are Draft, Pending, Historical Final, and Final.

Term	Description
Transactions	A transaction is a form that is entered to record or modify financial data.
Widget	Specialized content area/container within a page, which is used to provide high-level information to the user.
Wildcard	A character that can be used to represent one or many characters when completing a search in AZ360.
Workflow	An online routing and approval process.
Worklist	A list of transactions that have been routed to a user for approval or for review after approval or rejection.

Appendix B – Acronyms

The table below lists some of the acronyms used in this manual.

Table 6: Acronyms

Acronym	Definition
ACFR	Annual Comprehensive Financial Report
ACTPL	Accounting Template
ACTV	Activity Table
APD	Accounting Period
APP	Arizona Procurement Portal
AZ360	Statewide financial management system
BBALFY	Balance Sheet Account Fiscal Year
BFY	Budget Fiscal Year
BSA	Balance Sheet Account
CBALSQ	Cash Balance Summary
COA	Chart of Accounts
CR	Cash Receipt
DCTRL	Transaction Control
DISBM	Disbursement Management inquiry page
DOCATLG (Financial)	Financial Transaction Catalog
FDT	Future Transaction Triggering
FUNC	Function
FUNCINF	Function Inference Page
GAX	General Accounting Expenditure
HRIS	Human Resources Information Solution
JACTG	Accounting Journal
RE	Receivable
WRKLSTC (Financial)	Financial Worklist
YTD	Year to Date