Accounts Payable

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All activities will be displayed with an icon, for participate

All activities will be displayed with an icon, for facilitator demo
ACCOUNTS PAYABLE

Purpose
The Accounts Payable class is a four-hour course designed for users who start and complete payments in AFIS. The course focuses on the activities required to understand when and how to make encumbrances and payments utilizing AFIS.

Assessment
At the end of class, you will be demonstrating proficiency to prove that you’ve mastered the subject matter. The Assessment will use individual exercises to determine your ability to successfully create, modify, and cancel a GAE and to convert a GAE to a GAX document. In order to show proficiency of the subject, each participant will need to score at least 80%.

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

You will be able to:

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

Accounts Payable (AP) Basics
Arizona Procurement Portal (APP) is the statewide online procurement system. Procurement consists of processing Requisitions, Purchase Orders and Receipts. APP manages all agency and statewide solicitations and contracts. When an item is purchased using a Purchase Order, it is purchased through APP.

AFIS is the statewide financial management system. It handles all of the financial tasks associated with running the State of Arizona, but for Accounts Payable purposes, it is where bills are paid. APP and AFIS
are integrated, meaning there is an automatic verification of accounting and budget information for goods or services purchased through APP. APP training and how it integrates with AFIS is taught by Arizona Department of Administration – State Procurement Office (SPO) in a separate class.

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

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

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

<table>
<thead>
<tr>
<th>APP – Arizona Procurement Portal</th>
<th>AFIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice for expenses that require a Purchase Order</td>
<td>Payments that do not require a Purchase Order</td>
</tr>
<tr>
<td>Products or services purchased through State contract</td>
<td>Specific examples of payments that can be paid directly in AFIS include:</td>
</tr>
<tr>
<td></td>
<td>▪ Rent</td>
</tr>
<tr>
<td></td>
<td>▪ Debt service payments</td>
</tr>
<tr>
<td></td>
<td>▪ Utility payments</td>
</tr>
<tr>
<td></td>
<td>▪ Payments to other government entities external to the State (e.g. Forestry sending monies to fire districts)</td>
</tr>
<tr>
<td></td>
<td>▪ Providing loans to individuals (e.g., Housing)</td>
</tr>
<tr>
<td></td>
<td>▪ Aid to clients’ / service providers such as: foster care, payments for family assistance, etc.</td>
</tr>
<tr>
<td></td>
<td>▪ Transfers between agencies</td>
</tr>
</tbody>
</table>
Accounts Payable Process

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

- Invoice was not generated through the APP system
- Charges are correct
- Quantities received were correct
- The vendor information is correct
- The General Ledger (GL) and other coding data is entered manually and submitted
- The nightly batch is run nightly to create warrants and electronic funds transfers. An Automated Disbursement (AD) document is created to issue a warrant and an Electronic Funds Transfer (EFT) document is created to issue an ACH payment. In some business situations, a payment may be generated manually using the Manual Disbursement (MD) document.

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

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

Things to know before we begin: Event Types, Posting Codes, Templates and Functions

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

Event Types

An AFIS Event Type code triggers a business process. In other words, the code tells the system what to do. A common event type used in Accounts Payable is AP01 – Authorize Normal Payment. When this
Event Type is used, you are telling the system you want to make a normal payment. When you select an Event Type, the system automatically applies the customer codes, vendor codes, and all defined Chart of Accounts (COA) elements in the system.

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

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

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR02</td>
<td>Request from External Vendor – Accounting</td>
</tr>
<tr>
<td>PRZ5</td>
<td>Order from External Vendor - Accounting - Conversion</td>
</tr>
<tr>
<td>AP01</td>
<td>Authorize Normal Payment</td>
</tr>
<tr>
<td>AP26</td>
<td>Authorize Accounts Receivable Tax Remittance</td>
</tr>
<tr>
<td>AP29</td>
<td>Authorize Check Writer Clearing Account Payment</td>
</tr>
<tr>
<td>APW1</td>
<td>Authorize Wire Payment</td>
</tr>
<tr>
<td>APW2</td>
<td>Authorize Wire Payment - No AE Reimbursement</td>
</tr>
<tr>
<td>APZ1</td>
<td>Authorize Normal Payment - No AE Reimbursement</td>
</tr>
<tr>
<td>GA23</td>
<td>Record Escrow Expenditure</td>
</tr>
<tr>
<td>LS24</td>
<td>Authorize Capital Lease Principal Payment</td>
</tr>
</tbody>
</table>

**Event Requirement Table**

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

---

**Instructor Demo – Events Requirement Table (ERQ) Table**

**Scenario**

You need to determine the optional and required fields for PR02.
Posting Codes
In accounting, for a transaction to balance, such as an Accounts Payable transaction, an account needs to be debited and an account needs to be credited. These amounts need to balance or be equal. We've talked about Event Types telling the system what to do. The advantage with AFIS is when the Event Type is selected and the accounting line information is entered, AFIS knows what to debit and what to credit. This information is called the posting pair and is shown on the document in the Posting section. The Event Type triggers the Posting Code and cannot be manually entered.

For example, if you are paying a phone bill the phone bill account is credited and the operating account is debited. The Posting section in AFIS populates this because you selected the Event Type.

Accounting Lines
In the simplest sense, Accounting Lines refers to the bucket (or buckets) of money that the charges will be paid. The Accounting Lines provide very specific information to AFIS on which bucket to pull from.

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

- Function
- Accounting Template

A Function (FUNC) can be set up in the AFIS system to auto-fill particular COA elements such as an Appropriation Unit, Task, Department, etc. Once the Function is set up, all of those elements will pre-fill. Keep in mind that a Function uses a “hard inference” meaning if you enter the Function, then change an auto-filled element, such as the Appropriation Unit, the Function will override that element when validated or submitted. Many Functions are already set up for agencies, meaning less data entry and fewer errors than manually entering all data.

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

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

*Comparison of Capabilities*

<table>
<thead>
<tr>
<th><strong>Function</strong></th>
<th><strong>Template</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(preferred method of use)</td>
<td>Is an AFIS Chart of Account Element that automatically completes many fields, reducing errors</td>
</tr>
<tr>
<td></td>
<td>Currently set up for most recurring expenditures</td>
</tr>
<tr>
<td></td>
<td>Is a budgetary requirement for some transactions</td>
</tr>
<tr>
<td></td>
<td>Function Overrides other AFIS Chart of Account fields</td>
</tr>
</tbody>
</table>

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

**Document Catalog**

The Document Catalog serves as a repository for all of the documents created in AFIS. It is the central location where all documents can be queried and processed. New documents can be entered and existing documents can be modified or cancelled. Access to documents is controlled by a user’s security roles.
Encumbrance Documents
Accounts Payable focuses on two main documents, the General Accounting Encumbrance (GAE) document and the General Accounting Expense (GAX) document. A GAE document is used to encumber or “set aside” particular funds for a future date for expenditures that have been obligated or that do not use a purchase order. If there is an expenditure for Appropriation Type 1 or 2 and the amount is over $5,000, then an encumbrance (GAE) is required. Once funds are encumbered, or set aside, those funds and budget are no longer available for use by the agency. The purpose and main benefit of using an encumbrance is to help avoid budget overspending. Common examples are utilities or travel. See State of Arizona Accounting Manual (SAAM) Topic 45, Section 15 for more information.

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

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

The other fields in the Header component are not required.

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

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

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

If using an Accounting Template to fill in the COA fields, it can be entered or selected using the Picklist on the General Information tab.

If using a Function code to fill in the COA fields, it can be entered or selected using the Picklist on the Detail Accounting tab.
A General Accounting Encumbrance may contain multiple Accounting lines; each line must have the **Line Amount** and COA elements defined.

**Posting**

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

**Creating a General Accounting Encumbrance Document (GAE)**

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

**Scenario**

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

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

1. In the **Jump To** field, enter **GAE**
2. In the **Dept.** field, enter the data from **your student data card**
3. Click **Create**
4. Check the **Auto Numbering** check box
5. Click **Create**
6. Write down the ID number: ____________________________

Complete the Header component of the document.
   1. In the Document Description field, enter Utility Invoice
   2. Click on the Vendor component

Create a line in the Vendor component.
   1. Click Insert New Line
   2. In the Vendor Customer field, select the Picklist
   3. In the Legal Name field, enter Tucson
   4. Click Browse
   5. Select Tucson Electric Power
   6. In the Address Code field, enter 001
7. Click **Save** to view the inferences. Notice how the address information auto-filled based on what was in the vendor table.

8. Select the **Accounting** component

Complete the Accounting component of the document.

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

![Fund Accounting Tab](image)

6. Click the **Detail Accounting** tab
7. In the **Function** field, enter the data from *your student data card*
8. Click **Save**

Validate and submit the document for approval.

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

![Invoice Image]

**Tucson Electric Power**

Date 6/1/2015

<table>
<thead>
<tr>
<th>Tucson Electric Power</th>
<th>TO</th>
<th>State of Arizona</th>
<th>SHIP TO</th>
<th>State of Arizona</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 80077</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescott, AZ 86304-8077</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Customer ID</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUC62700</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salesperson</th>
<th>PO</th>
<th>Shipping Method</th>
<th>Shipping Terms</th>
<th>Delivery Date</th>
<th>Payment Terms</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Terry</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line</th>
<th>Item #</th>
<th>Description</th>
<th>Unit</th>
<th>Discount</th>
<th>Line total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5001</td>
<td>Q4 2015 Estimated Utilities</td>
<td>15,000 kWh</td>
<td></td>
<td>$15,000</td>
</tr>
</tbody>
</table>

Total Discount: $0

Total: $15,000
Creating a General Accounting Encumbrance Document with Multiple Lines

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

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

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

1. In the Jump To field, enter GAE
2. In the Dept. field, enter the data from your student data card
3. Click Create
4. Check the Auto Numbering check box
5. Click Create

6. Write down the ID number: __________________________________________

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

9. Click on the **Vendor** component

Create a line in the Vendor component.

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

7. Click **Save** to view the inferences

8. Select the **Accounting** component

Complete the Accounting component of the document.

1. Click **Insert New Line**
2. On the General Information tab, in the Line Amount field, enter **15000**
3. Click the Fund Accounting tab
4. In the Department field, enter the data from *your student data card*
5. In the Object field, enter **7181**
6. Click the Detail Accounting tab
7. In the Function field, enter the data from your student data card
8. Click Save
9. With Accounting Line 1 selected, click the copy line icon. This copies the entire line on a clipboard and saves it to insert

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

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

21. With Accounting line 3 selected, click the copy line icon

22. Click **Insert Copied Line. Enter**

23. Click **Save**

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Line Amount</th>
<th>Line Open Amount</th>
<th>Line Closed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Validate and submit the document for approval.

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

2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**

3. Click **Close**

4. Click **Home** in the Primary Navigation Panel to return to the Home Page
Create a General Accounting Encumbrance Document with Multiple Lines

![Invoice Image]

<table>
<thead>
<tr>
<th>Line</th>
<th>Item #</th>
<th>Description</th>
<th>Unit</th>
<th>Discount</th>
<th>Line total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5001</td>
<td>Q1 2016 Utilities</td>
<td>15,000 kWh</td>
<td></td>
<td>$15,000</td>
</tr>
<tr>
<td>2</td>
<td>5001</td>
<td>Q2 2016 Utilities</td>
<td>15,000 kWh</td>
<td></td>
<td>$15,000</td>
</tr>
<tr>
<td>3</td>
<td>5001</td>
<td>Q3 2016 Utilities</td>
<td>15,000 kWh</td>
<td></td>
<td>$15,000</td>
</tr>
<tr>
<td>4</td>
<td>5001</td>
<td>Q4 2016 Utilities</td>
<td>15,000 kWh</td>
<td></td>
<td>$15,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total $60,000</strong></td>
</tr>
</tbody>
</table>
Modify / Cancel an Encumbrance Document

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

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

Modify an Encumbrance Document

Scenario
You have received a request to correct a mistake on a General Accounting Encumbrance (GAE) document. The wrong accounting information was entered on the document for exercise (Create a General Accounting Encumbrance Document on page 11). You should have encumbered 14000 instead of 15000. You will create a GAE modification document and submit it for approval.

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

1. In the Jump To field enter GAE
2. In the Dept. field, enter the data from your student data card
3. Click Browse
Click the ID link in the grid to search for the document you just created that encumbered 15,000 for Tucson Power (Activity from page 11.)

Create and edit a modification version.

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

Validate and submit the document for approval.

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

Review the modification version.

1. In the **Jump To** field enter **GAE**
2. In the **Dept.** field, enter the data from **your student data card**
3. Click **Browse**
4. Notice the $14000 is the 2nd version and the modification version
5. Click **Home** to return to primary screen.

**Researching an Encumbrance Document**

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

**Accounting Journal (JACTG) Table**

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

---

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

**Scenario**

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

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

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

The search window appears.

3. In the **Department** field, enter the data from *your student data card*
4. In the **Fund** field, enter the data from *your student data card*
5. In the **Doc CD** field, enter **GAE**
6. In the **Doc Dept** field, enter the data from *your student data card*
7. Click **Ok**

Examine the document information in the Accounting Journal.

```
<table>
<thead>
<tr>
<th>Run Tm</th>
<th>Document</th>
<th>Doc Pstng Ln</th>
<th>Dr/Cr</th>
<th>Pstng Am</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/04/2016</td>
<td>GAE_100.201500000011.3</td>
<td>1</td>
<td>C</td>
<td>($1,000.00)</td>
</tr>
<tr>
<td>04/04/2016</td>
<td>GAE_100.201500000011.3</td>
<td>1</td>
<td>D</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>
```

**Calculate Total:**

- **General Accounting**
  - Doc Record Date: 05/01/2015
  - Posting Pair: A
  - Posting Code: P005
  - Dr/Cr: C
  - Ln Func: Standard
  - Pstng Am: ($1,000.00)
  - Incr/Decrs: D
  - Run Tm: 04/04/2016
General Accounting Expense Document (GAX)

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

1. Create and submit a GAX with reference to a GAE. Using the copy/forward feature you can copy or clone the data from the GAE to the GAX. This process is used when an encumbrance is recorded for the expense by using a GAE. The submission and approval of a GAX document can fully or partially liquidate the encumbrance.

2. Create and submit a GAX without reference to a GAE. This is common for, but not limited to, utilities and rent. This type of payment is referred to as an Accounting-Based (ABS) document.

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

General Accounting Expense (GAX) Document Components

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

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

Header
The Header component is used to record information that pertains to the rest of the document, such as a name and description. The Payee tab is used when designating a Third Party Payment.
In the **Header** component, on the **General Information** tab, the Document Description field is **recommended**; it is used to give a brief description of the purpose of the document.

![Header component](image)

**Vendor**

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

![Vendor component](image)

Once the picklist is selected, the vendor customer box appears and you can search for the vendor from the box. When the correct vendor appears, you can select that correct vendor.
If there is not a default payment address, the picklist next to the Address Code can be used to find the proper payment address code. This could also be a Miscellaneous Vendor that has been set up for use, which requires that the user enter the necessary contact and address information for the vendor.

**Accounting**

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

A General Accounting Expense document may contain multiple Accounting lines. Each line must have a Line Amount and COA elements defined.
Can you think of why you would have more than one accounting line?

You may have an expense document may contain more than one Accounting line because the expense is being split across several departments. In that case you don’t have to do multiple accounting entries but can use one GAX and split the expense appropriately.

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

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

The Fund Accounting tab is used to record the Chart of Accounts (COA) elements for the transaction. The following COA element fields are required: Fund, Department, Unit, Appr Unit, and Object.
The **Detail Accounting** tab is used to complete additional accounting information such as tasks and sub tasks. Some departments use these fields for additional tracking and reporting. This is where the function comes into play. If a Function code has been set up it can be selected using the **Picklist** on the **Detail Accounting** tab. Remember when the document is validated with a function then the COA elements will auto-fill or infer based on that function.

**Posting**

The **Posting** component displays the updates that the expense document will make based on the information entered into the **Accounting** component. There is no data entry performed in the **Posting** component of an expense document.
Creating a General Accounting Expense Document from a GAE (GAX)

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

---

Create a General Accounting Expense Document from a GAE

**Scenario**
You have received a request to process a payment to Tucson Electric Power for actual October 2015 electric usage. Using the GAE from Exercise 2.2, you will search for the General Accounting Encumbrance (GAE) document and copy forward to create a General Accounting Expense (GAX) document.

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

1. On the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. In the **Code** field, enter **GAE**
4. In the **Dept** field, enter the data from your student data card
5. Click **Browse**
6. In the search results, click the **ID** that is on the data from previous activity
Create a General Accounting Expense document.


2. At the bottom of the page, click Copy Forward.

3. On the Copy Forward screen, in the Doc. Department Code, enter the data from your student data card.

4. Check the Auto Numbering check box.

5. Verify that the Target Document Code selected is GAX.
6. Click Ok. The Draft GAX document opens. Notice the document is in draft mode.

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

Navigate to the Vendor component.

Observe the vendor information is automatically inferred when using **Copy Forward**.
Navigate to and complete the Accounting component.

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

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

Validate and submit the document for approval.

10. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
11. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
12. Click **Close**
13. Click **Home**
Creating a General Accounting Expense Document (GAX)

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

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

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

1. In the Jump To field, enter **GAX**
2. In the Dept. field, enter the data from **your student data card**
3. Click **Create**
4. Check the **Auto Numbering** check box
5. Click **Create**

   ![Document Catalog](image)

6. Write down the ID number: ________________________________

   ![General Accounting Expense(GAX)](image)

Complete the Header component of the document.

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

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

Complete the Accounting component of the document.

1. Click Insert New Line
2. On the General Information tab, in the Line Amount field, enter 975.00
3. Click the Fund Accounting tab
4. In the Department field, enter the data from your student data card
5. In the Object field, enter 7599

6. Click the Detail Accounting tab
7. In the Function field, enter the data from your student data card
8. Click Save

Validate and Submit the document for approval.

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

3. Click **Close**

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

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

![Invoice Image]

- Tucson Electric Power
- Date: 5/1/2015

<table>
<thead>
<tr>
<th>Salesperson</th>
<th>PO</th>
<th>Shipping Method</th>
<th>Shipping Terms</th>
<th>Delivery Date</th>
<th>Payment Terms</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Derek Williams</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line</th>
<th>Item #</th>
<th>Description</th>
<th>Unit</th>
<th>Discount</th>
<th>Line total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6001</td>
<td>January 2015 Lease Payment</td>
<td></td>
<td></td>
<td>$975</td>
</tr>
</tbody>
</table>

*Total: $975*
Creating a Partial Payment from a GAE

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

Create a Partial Payment from a GAE

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

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

1. In the Jump To field, enter GAE
2. In the Dept. field, enter the data from your student data card
3. Click Browse

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

Create a General Accounting Expense document

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

![Copy Forward Screen](image)

3. On the **Copy Forward** screen, in the **Doc Department Code**, enter the data from your **student data card**

4. Check the **Auto Numbering** check box

5. Verify that the **Target Document Code** selected is GAX

6. Click **Ok**. The draft GAX document opens

![General Accounting Expense (GAX) Screen](image)

7. Write down the ID number: __________________________________

Complete the Header component of the General Accounting Expense document.

1. On the **General Information** tab, in the **Document Description field**, enter **Partial Payment**

2. Since this document is copied forward, data entry is reduced. Other required fields will populate during Validation

Navigate to and complete the Accounting component.

1. Click the **Accounting** component to expand

2. Observe the **General Information** Tab. Four accounting lines exist for the encumbrances
1. Complete the Accounting component of the document

2. Click Line 2 to select

3. Click the trashcan icon to delete Line 2

4. Click Line 3 to select

5. Click the trashcan icon to delete Line 3

6. Click Line 4 to select

7. Click the trashcan icon to delete Line 4

8. On the General Information tab, in the Line Amount field, enter the amount you are paying from the invoice ($5000)

9. Click the Reference tab

10. Verify the Ref Type is Partial

11. Click the Fund Accounting tab

12. Verify that the Fund, Department, Unit, Appr Unit, and Object fields have been populated with information copied forward from the GAE
13. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**

14. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**

15. Click **Close**

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

Navigate to the General Accounting Encumbrance document.

1. On the **Jump To** type **GAE**
2. In the **Dept.** field, enter the data from **your student data car**
3. Click **Browse**
In the search results, click the ID of the GAE document in Exercise 2.3. (the $60,000 encumbrance)

Review a General Accounting Encumbrance Document.

Click on the Accounting Tab and observe Line 1.

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

4. Click Home in the Primary Navigation Panel to return to the Home Page
Invoice – Create a Partial Payment from a GAE

Tucson Electric Power
P.O. Box 80077
Prescott, AZ 86304-8077
Vendor Customer ID
TUC82700

Date 8/1/2015

Tucson Electric Power
TO State of Arizona
SHIP TO State of Arizona

<table>
<thead>
<tr>
<th>Salesperson</th>
<th>PO</th>
<th>Shipping Method</th>
<th>Shipping Terms</th>
<th>Delivery Date</th>
<th>Payment Terms</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Gordon</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line</th>
<th>Item #</th>
<th>Description</th>
<th>Unit</th>
<th>Discount</th>
<th>Line total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5001</td>
<td>October 2015</td>
<td>5,000 kwh</td>
<td></td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Total $5,000
Create a Split Accounting Distribution

You may have a need to split an expense between two units or departments, AFIS allows a General Accounting Expense (GAX) document to contain multiple Accounting lines in order to process a split expense. The GAX document can be created using the Document Catalog or by copying forward from a General Accounting Encumbrance (GAE) document.

Create a Split Accounting Distribution

Scenario

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

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

1. In the Jump To Field type GAX
2. In the Dept field, enter the data from your student data card
3. Click Create
4. Click the Auto Numbering check box

5. Click Create

Complete the Header Component General Information tab.

1. In the Document Description field, enter Utility Split Expense
2. Click on the Vendor component at the bottom of the pag
Complete the **Vendor Component General Information** tab.

1. Click **Insert New Line**
2. In the **Vendor Customer** field, click the **picklist**
3. In the **Legal Name** field, enter *Tuc*
4. Click **Browse**
5. In the grid select **Tucson Electric Power**
6. In the **Address Code** field, click the **picklist**
7. In the grid, click the **Select** link for Address ID **001**
8. Click **Save**

Complete the **Accounting** component.

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

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

1. Click the **Fund Accounting** tab
2. In the **Fund** field, enter the data from **your student data card**
3. In the **Department** field, enter the data from **your student data card**
4. In the **Unit** field, enter the data from **your student data card**
5. In the **Appr Unit** field, enter **7181**
6. In the **Object** field, enter **7181**

7. Click the **Detail Accounting** tab
8. In the **Location** field, enter the data from **your student data card**
9. In the **Task** field, enter the data from **your student data card**
10. Click **Save**
Insert and complete a second Accounting line.

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

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

1. Click the **Fund Accounting** tab
2. In the **Fund** field, enter the data from your student data card
3. In the **Department** field, enter the data from your student data card
4. In the **Unit** field, enter the data from your student data card
5. In the **Appr Unit** field, enter the data from your student data card
6. In the **Object** field, enter **8143**

<table>
<thead>
<tr>
<th>General Information</th>
<th>Reference</th>
<th>Fund Accounting</th>
<th>Detail Accounting</th>
<th>Service Dates</th>
<th>Additional Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund: 5000</td>
<td>Sub Fund:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Fund:</td>
<td>Department:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department: 100</td>
<td>Unit: 0100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit: 0100</td>
<td>Sub Unit:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Unit:</td>
<td>Appr Unit:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appr Unit: 100000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Click the **Detail Accounting** tab
8. In the **Location** field, enter the data from your student data card
9. In the **Activity** field, enter **123456**
10. In the **Task** field, enter the data from your student data card
11. Click **Save**

Validate and submit the document for approval.

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

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

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

---

**Modify a General Accounting Expense Document**

**Scenario**

You have received a request to modify the General Accounting Expense (GAX) document that has incorrect data. You will locate the document you completed in Activity 3.3. The amount was for $975.00 and you received a notice it should have been $950.00. The first thing you do is make sure that the document has not been disbursed. Once you identify it hasn’t been paid then you edit and submit the correct amount.

---

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

1. In the **Code** field, enter **VTH**
2. In the **Vendor/Customer Code** field, enter the vendor from previous activity
3. Click **Browse**
   
   **Choose**
   
<table>
<thead>
<tr>
<th>Vendor/Customer</th>
<th>Legal Name</th>
<th>Last Name</th>
<th>Vendor Active Status</th>
<th>Vendor Approval Status</th>
<th>Lock Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 000012484</td>
<td>TUCSON SCTP</td>
<td></td>
<td>Active</td>
<td>Complete</td>
<td>No</td>
</tr>
<tr>
<td>Select 008335401</td>
<td>TUCSON SOUTH CENTRAL</td>
<td></td>
<td>Active</td>
<td>Complete</td>
<td>No</td>
</tr>
<tr>
<td>Select 63354601</td>
<td>TUCSON SOUTH CENTRAL</td>
<td></td>
<td>Active</td>
<td>Complete</td>
<td>No</td>
</tr>
<tr>
<td>Select CIT00266</td>
<td>TUCSON CITY OF</td>
<td></td>
<td>Active</td>
<td>Complete</td>
<td>No</td>
</tr>
<tr>
<td>Select DTT880X</td>
<td>TUCSON</td>
<td></td>
<td>Inactive</td>
<td>Incomplete</td>
<td>No</td>
</tr>
<tr>
<td>Select STAMMLGBT</td>
<td>Tucson LGBT Museum</td>
<td></td>
<td>Inactive</td>
<td>Incomplete</td>
<td>No</td>
</tr>
<tr>
<td>Select TUC37567</td>
<td>TUCSON MEDICAL CENTER</td>
<td></td>
<td>Active</td>
<td>Complete</td>
<td>No</td>
</tr>
<tr>
<td>Select TUC42798</td>
<td>TUCSON ORTHOPAEDIC INSTITUTE PC</td>
<td></td>
<td>Active</td>
<td>Complete</td>
<td>No</td>
</tr>
<tr>
<td>Select TUC44245</td>
<td>TUCSON EYE PHYSICIANS PLLC</td>
<td></td>
<td>Active</td>
<td>Complete</td>
<td>No</td>
</tr>
<tr>
<td>Select TUC82700</td>
<td>TUCSON ELECTRIC POWER CO</td>
<td></td>
<td>Active</td>
<td>Complete</td>
<td>No</td>
</tr>
</tbody>
</table>

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

1. In the **Code** field, enter **GAX**
2. In the **Dept** field, enter the data from **your student data card**
3. Click **Browse**
4. In the grid below, click the **ID** of the document to open the GAX on the data from **Activity on page 37**

Create and edit a modification version of the GAX document.

1. At the bottom of the page, click **Edit**. A new modification version is created
2. Click on the **Accounting** component
3. On the **General Information** tab, in the **Line Amount** field, enter **950.00**
4. Click **Validate**
5. Click on the **Posting** component
6. Observe the posting amounts
Validate and submit the document for approval.

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

2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: *Document submitted successfully – Pending Approval*

3. Click **Close**

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

---

**Cancel a Payment**

A disbursement document can be cancelled in AFIS, as long as it has not cleared the bank. Once a disbursement is cancelled, it can be reissued, if necessary. Depending on whether or not the payment is still with the State, or has been sent to the vendor, different actions must be taken. For instance, if the payment has been sent to the vendor, a **State Indemnity Form** (SIF) must be completed which will request that the bank put a Stop Payment on the disbursement.

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

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

Additional details regarding stop, canceling and rescheduling a warrant are find on the GAO website under the QRG – **Stop, Cancel or Reschedule a Warrant**.

---

**Cancel a Warranty**

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

The options for cancellation types are:

- **Reschedule** – Used to reverse the effects of the original disbursement and allows for rescheduling of the disbursement by specifying a new Scheduled Payment Date
- **Close** – Used to cancel the disbursement and cancel the payment request
- **Hold** – A field on the system that the state is not using
- **PR Cancellation** – A field on the system that the state is not using

The option for cancellation reason:
- **Lost** – Payee claims warrant was received and then lost
- **Stolen** – Payee claims warrant was stolen
- **Never Received** – Payee claims they never received the payment
- **Destroyed** – Payee claims warrant was destroyed
- **Incorrect Information** – Payee information is incorrect
- **Stale** – Money released on a disbursement but never cashed (up to 180 days). This will be system generated and not an option for a manually entered cancellation.

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

**Scheduled Payment Date** – This field is required if the payment is rescheduled. Make sure that you enter a date which is a day later or more than when approved by your agency.

Once these fields are completed, the document is validated and submitted. This creates a cancellation version of the document. The cancellation document then routes to workflow for approval by a department level approver and GAO. After approvals are submitted, the document is ready for re-issue, if required.

**Cancel a Payment Prior to Disbursement**
There are several scenarios that would require the cancellation of a payment request (GAX). This is when the GAX has been submitted but the warrant hasn’t processed. A few such scenarios are:

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

The options vary depending on the phase of the document:

- **Pending** – Reject the document, the payment request returns to the Draft phase; open the document and click Edit
- **Final** – Open the payment request (GAX) and click Discard

Documents that are in Draft phase can be changed at any time by clicking the Edit button. Once a document is approved, it reaches the Final phase and is accepted into AFIS. If a document in Final phase requires modification, the Edit feature will create a new version of the document. Previous versions of the document are set to Historical-Final and will appear with that phase in the Document Catalog.
<table>
<thead>
<tr>
<th>Code</th>
<th>Dept.</th>
<th>Unit</th>
<th>ID</th>
<th>Comments</th>
<th>Version</th>
<th>Function</th>
<th>Phase</th>
<th>Status</th>
<th>Date</th>
<th>User ID</th>
<th>Amount</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAX 101</td>
<td>101</td>
<td>ISO8000000025</td>
<td>1</td>
<td>New</td>
<td>Draft</td>
<td>Held</td>
<td>4/3/15</td>
<td>Student</td>
<td>$200.00</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAX 101</td>
<td>101</td>
<td>ISO8000000026</td>
<td>1</td>
<td>New</td>
<td>Draft</td>
<td>Held</td>
<td>4/3/15</td>
<td>Student</td>
<td>$175.99</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAX 101</td>
<td>101</td>
<td>STU 1.1.2</td>
<td>1</td>
<td>New</td>
<td>Final</td>
<td>Submitted</td>
<td>11/21/14</td>
<td>Training</td>
<td>$545.00</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAX 101</td>
<td>101</td>
<td>STU 1.1.3A</td>
<td>1</td>
<td>New</td>
<td>Final</td>
<td>Submitted</td>
<td>11/23/14</td>
<td>Training</td>
<td>$6,000.00</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAX 101</td>
<td>101</td>
<td>STU 1.1.3B</td>
<td>1</td>
<td>New</td>
<td>Final</td>
<td>Submitted</td>
<td>11/23/14</td>
<td>dhoudle</td>
<td>$330.00</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAX 101</td>
<td>101</td>
<td>STU 1.4.2</td>
<td>1</td>
<td>New</td>
<td>Final</td>
<td>Submitted</td>
<td>10/7/14</td>
<td>Training</td>
<td>$100,000.00</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAX 101</td>
<td>101</td>
<td>STU 1.4.6</td>
<td>1</td>
<td>New</td>
<td>Final</td>
<td>Submitted</td>
<td>10/27/14</td>
<td>Training</td>
<td>$50.00</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAX 101</td>
<td>101</td>
<td>STU 1.5.3</td>
<td>1</td>
<td>New</td>
<td>Historical (Final)</td>
<td>Submitted</td>
<td>10/27/14</td>
<td>Training5</td>
<td>$50.00</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAX 101</td>
<td>101</td>
<td>STU 1.5.3.A</td>
<td>2</td>
<td>Cancellation</td>
<td>Final</td>
<td>Submitted</td>
<td>10/27/14</td>
<td>Training5</td>
<td>$50.00</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAX 101</td>
<td>101</td>
<td>STU 1.5.3.A</td>
<td>1</td>
<td>New</td>
<td>Final</td>
<td>Submitted</td>
<td>10/27/14</td>
<td>Training5</td>
<td>$50.00</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Additional Functionality in Payment Documents

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

Identify Different Disbursement Options on a Payment Document

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

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

Payment Consolidation

All payments are consolidated by document department.

Single Payment

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

The accepted way to override Payment Consolidation is to create a General Accounting Expense (GAX) document and on the Vendor Component Disbursement Options tab check the Single Payment box.
Hold Warrant for Pickup
When a payment is created, Hold for Pickup can be indicated on the document. On the Vendor Component Disbursement Options tab in the Disbursement Category field, enter or select PULL from the picklist.

Pay a Third Party
Special payment arrangements can be made when payment should not be made to third party instead of the vendor identified in the Vendor/Customer field on the payment. In all of these three situations, referencing the Vendor Customer (VCUST) will give the information needed.

There are three ways to pay a third party:

1. If the Vendor is set up to Always Infer Third Party Vendor on the Vendor/Customer (VCUST) table, then no action is required. The third party will be automatically paid.

2. If the Vendor has a third party assigned to it on the Vendor/Customer (VCUST) table but is not set up to Always Infer Third Party Vendor, then the Pay Third Party box needs to be checked on the payment request (GAX)

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

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

- Request for Single Warrant
- Request for Hold for Pickup
- Add a third party Payee
- Request a change to the Scheduled Payment Date
- Change EFT to Warrant

Most of these options are located on the Disbursement Control tab of the DRM document.
Changes made through a DRM document do not update the referenced document on the document catalog but do update the Disbursement Request table. The Warrant/EFT generated uses the information on the Disbursement Request table.

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

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

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

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

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

1. On the Secondary Navigation Panel, click Search
2. Click Document Catalog
3. In the Code field, enter GAX
4. In the Dept. field, enter the data from your student data card
5. In the ID field, enter the data from your student data card
6. Click Browse
7. Click the ID of the payment document to open it

Create a Disbursement Request Modification document using Copy Forward.

1. In the GAX document, click Copy Forward
2. In the Doc Department Code field, enter the data from your student data card
3. Click the Auto Numbering check box
4. Select the line for DRM in the Target Doc Type grid
5. Click Ok. The new DRM document opens

6. Write down document number: ___________________________________________

Complete the General Information tab of the Header component.

1. In the Reason field, enter *hold for pickup*

2. In the Document Description field, enter *Warrant to be held for pickup*

3. In the Changes Applicable To drop down, select *Document*
4. Click the **Disbursement Control** tab

5. In the **Disbursement Category** field, click the Picklist

6. Select **Pull**

7. In the Single Payment drop down, select **Yes**

```
<table>
<thead>
<tr>
<th>General Information</th>
<th>Payee</th>
<th>Reference</th>
<th>Disbursement Control</th>
<th>Document Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Payment Date:</td>
<td></td>
<td></td>
<td>Disbursement Format:</td>
<td></td>
</tr>
<tr>
<td>Scheduling Reason Code:</td>
<td></td>
<td></td>
<td>Disbursement Category:</td>
<td>PULL</td>
</tr>
<tr>
<td>Single Payment:</td>
<td></td>
<td></td>
<td>Priority:</td>
<td></td>
</tr>
<tr>
<td>Handling Code:</td>
<td></td>
<td></td>
<td>Hold Payment Reason:</td>
<td></td>
</tr>
<tr>
<td>Online Disp Request:</td>
<td>No Change</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursement Management:</td>
<td>No Change</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Hold:</td>
<td>No Change</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

1. Click the **Vendor** component

2. Click on the **trash can**

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

Validate and submit the document for approval.

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

2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully — Pending Approval**

3. Click **Close**

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

Navigate to the Disbursement Request table.

5. In the Primary Navigation Panel, in the **Jump to** field, enter **DISRQ**

6. Click **Go**. The Disbursement Request (DISRQ) table opens

Locate the General Accounting Expense document information.

7. Below the grid, click **Search**
8. In the Search pop-up window, in the **Doc Dept** field, enter the **Dept** from **your student data card**

9. In the Search pop-up window, in the **Doc ID** field, enter the document ID

10. Click **Ok** to return to the Disbursement Request table

11. Click **Disbursement Control** section, to expand that section

12. Observe the **Disbursement Category** is now **Pull**

<table>
<thead>
<tr>
<th>Document</th>
<th>Vendor Code</th>
<th>Local Name</th>
<th>Accounting Line Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAX 401 STU 1 1.2</td>
<td>VC000000231</td>
<td>Student 1</td>
<td>$545.00</td>
</tr>
<tr>
<td>GAX 401 STU 1 1.3A</td>
<td>0000010299</td>
<td>PHX MEM HOSP DBA PHX HLT LIN</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>GAX 401 STU 1 1.3B</td>
<td>0000010299</td>
<td>PHX MEM HOSP DBA PHX HLT LIN</td>
<td>$530.00</td>
</tr>
<tr>
<td>GAX 401 STU 1 4.2</td>
<td>PLACEHOLDER</td>
<td>Placeholder Vendor</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>GAX 401 STU 1 4.6</td>
<td>VC000000231</td>
<td>Student 1</td>
<td>$50.00</td>
</tr>
<tr>
<td>GAX 401 STU 1 5.3A</td>
<td>VC000000231</td>
<td>Student 1</td>
<td>$50.00</td>
</tr>
<tr>
<td>✓ GAX 401 STU 1 6.2</td>
<td>APPLE INC</td>
<td>Apple Inc</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

First Prev Next Last

13. Click **Home** in the **Primary Navigation Panel** to return to the Home Page
Accounts Payable Queries and Reports

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

Queries

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

Disbursements Query (DISBQ)

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

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

![DisbursementDetail Query](image)

**Disbursement Request (DISRQ)**

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

The grid at the top of the DISRQ displays all of the expense and payment request documents that have been posted in AFIS.
Check Reconciliation (CHREC) and Paid Checks (PDCHK)
The Check Reconciliation (CHREC) displays information such as Check/EFT Number, Amount, Issue Date, Status and Document Information for Automated Disbursement (AD), Manual Disbursement (MD) and Electronic Funds Transfer (EFT) documents. The Common status found on this table for these documents are Warranted or Disbursed. The Check Reconciliation process moves records from the Check Reconciliation (CHREC) table to the Paid Checks (PDCHK) table if the Cleared Date is not blank and the Status is not Disbursed or Warranted.
The Paid Checks (PDCHK) displays the same information as the Check Reconciliation (CHREC). The common status found on this table for Automated Disbursement (AD), Manual Disbursement (MD) and Electronic Funds Transfer (EFT) documents are Cancelled, Stale Dated, or Paid. This page allows you to view all checks that have been reconciled by the system.
Research a General Accounting Expense Document

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

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

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

![Disbursement Request Table]

<table>
<thead>
<tr>
<th>Document</th>
<th>Vendor Code</th>
<th>Legal Name</th>
<th>Accounting Line Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAX AAA 130000002231</td>
<td>00010038</td>
<td>BRIDGEWAY HEALTH SOLUTIONS OF AZ</td>
<td>$50.00</td>
</tr>
<tr>
<td>GAX AAA 130000018333</td>
<td>00010038</td>
<td>BRIDGEWAY HEALTH SOLUTIONS OF AZ</td>
<td>$50.00</td>
</tr>
<tr>
<td>GAX AAA 130000018334</td>
<td>00010038</td>
<td>BRIDGEWAY HEALTH SOLUTIONS OF AZ</td>
<td>$500.00</td>
</tr>
<tr>
<td>GAX AAA 130000018336</td>
<td>00010038</td>
<td>BRIDGEWAY HEALTH SOLUTIONS OF AZ</td>
<td>$50.00</td>
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<tr>
<td>GAX AAA 130000018337</td>
<td>00010038</td>
<td>BRIDGEWAY HEALTH SOLUTIONS OF AZ</td>
<td>$50.00</td>
</tr>
<tr>
<td>GAX AAA I3110902E</td>
<td>MISCPAYVEND</td>
<td>State of Arizona</td>
<td>$1.00</td>
</tr>
<tr>
<td>GAX ADA 17000047949</td>
<td>VC00000004547</td>
<td>UNITED HEALTHCARE</td>
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</tr>
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<tr>
<td>GAX ADA 18UHC180424</td>
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<td>$0.00</td>
</tr>
<tr>
<td>GAX ADA 18UHC180424</td>
<td>VC00000004547</td>
<td>UNITED HEALTHCARE</td>
<td></td>
</tr>
</tbody>
</table>

First Prev Next Last
Locate the General Accounting Expense document information.

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

*If the system has rejected the payment request, then the system hold flag will be Yes. This means the disbursement document didn’t generate.*
Accounts Payable Interactive Reports

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

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

The key reports needed to support the AFIS Accounts Payable business processes are found in two primary folders, the statewide AP folder and the automated disbursement folder. The key reports in the Statewide AP Folder are:

- **FIN-AZ-AP-N157** - Monthly Paid Warrants - This report provides monthly paid warrants by Department and Fund for a given Fiscal Year. Some warrant amounts are summarized by documents.
- **FIN-AZ-AP-N291** - Warrant Register by Agency - Lists all warrants issued day before.
- **FIN-AZ-AP-N345** - Open Encumbrance Report - The report provides a listing of open encumbrance inception to date up through the end of processing for the Fiscal Year (FY) and Accounting Period (APD) provided as prompted.
- **FIN-AZ-AP-N391** - Disbursements by Vendor - Report is a Listing of Disbursements by Vendor for a specified disbursement date range.
- **FIN-AZ-AP-N456** - ACH Payment Transmittal Report - This report lists total ACH payments for prior day by ACH types.
- **FIN-AZ-AP-N613** - Payment Details Report – The report shows a list of all warrant/EFT by department. The prompts include department, vendor code, vendor name, and issue date range. Input controls allow for the ability to filter by fund or payment status. **FIN-AZ-AP-N297** – Expired Warrants By Agency

A valuable report in the automated disbursement folder is the **AD Document Exception Report**. This will tell you the reason a disbursement was rejected. This is loaded daily so you will want to pull the most recent date.