



# **Accounts Payable**

## **Participant Guide**

Version 5.1

The State of Arizona General Accounting Offices wishes to thank the following subject matter experts for providing content for and assistance with this class:

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# About This Training Guide

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## WHAT CAN I EXPECT FROM THIS COURSE?

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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.

## COURSE GOAL AND OBJECTIVES

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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 a Fund using a General Accounting Encumbrance (GAE), both in one period and over multiple periods.
- Create a GAE by encumbering multiple lines
- Modify and cancel a GAE
- Make a payment using a General Accounting Expenditure (GAX) from a GAE
- Complete a GAX Payment Using a Function
- Complete and submit a GAX payment without a GAE
- Modify and Delete a GAX Payment
- Process a partial payment
- Create and submit a GAX against multiple budget lines
- Create and process a disbursement request modification
- Research payments and disbursements using queries in AFIS and reports in InfoAdvantage

## AGENDA AND TOPICS

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### **Section 1 – Overview and Introduction**

- Types of Invoices
- Accounts Payable Event Types
- AFIS Payment Processing
- Accounting Templates and Functions

### **Section 2 – General Accounts Payable Documents**

- General Accounting Encumbrance Document (GAE)
- GAE Required Fields and Document Components
- Creating a General Accounting Encumbrance Document
- Creating a General Accounting Encumbrance Document with Multiple Lines
- Modifying an Encumbrance Document
- Researching an Encumbrance Document

### **Section 3 – Function, Template, and Other Payments**

- General Accounting Expense Document (GAX)
- GAX Required Fields and Document Components
- Creating a GAX with and without a GAE
- Creating a GAX with partial payment
- Revenue GAX Documents
- Modifying and Cancelling a Payment

### **Section 4 – Additional Functionality in Payment Documents**

- Modification Disbursement Options
- Identifying Different Disbursement Options on A Payment Document

### **Section 5 – Accounts Payable Queries and Reports**

- Queries
- InfoAdvantage Interactive On Demand Reports

## ASSESSMENT

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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, cancel a GAE and convert a GAE to GAX document. In order to show proficiency of the subject, each participant will need to score at least 80%.

## Section 1 – Accounts Payable (AP) Basics

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### Lesson Overview

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ProcureAZ is the statewide online procurement system. Procurement consists of processing Requisitions, Purchase Orders and Receipts. ProcureAZ is used to manage all agency and statewide solicitations and contracts. When an item is purchased using a Purchase Order then it is purchased through Procure AZ.

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. ProcureAZ and AFIS are integrated, meaning there is an automatic verification of accounting and budget information for goods purchased through ProcureAZ. ProcureAZ training and how it integrates with AFIS is taught by SPO (State Procurement Office) in a separate class.

Some purchases do not go through ProcureAZ. 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 ProcureAZ 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 ProcureAZ system. In this lesson, the following payment processes are introduced:

- General Accounting Encumbrances
- General Accounting Expenditures

## 1.1. AFIS PAYMENT PROCESSING

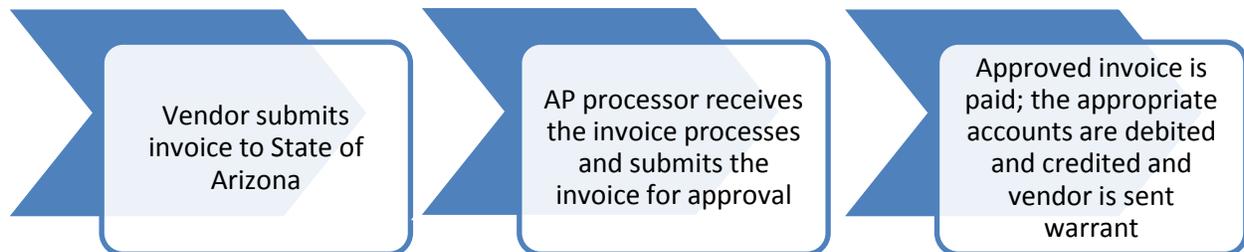
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As mentioned, the State of Arizona utilizes two systems for processing invoices, ProcureAZ and AFIS. ProcureAZ is the state’s procurement and purchasing system. Invoices for expenses that require a Purchase Order (PO) are processed through the ProcureAZ system. Payments that do not require a Purchase Order are issued directly from AFIS. Some examples of AFIS transactions are below.

ProcureAZ	AFIS
<p><b>Invoice for expenses that require a Purchase Order</b></p>	<p><b>Payments that do not require a Purchase Order</b></p> <p><b>Specific examples of payments that can be paid directly in AFIS include:</b></p> <ul style="list-style-type: none"> <li>• Rent</li> <li>• Debt service payments</li> <li>• Utility payments</li> <li>• Payments to other government entities external to the State (e.g. Forestry sending monies to fire districts)</li> <li>• Providing loans to individuals (e.g., Housing)</li> <li>• Aid to clients / service providers such as: foster care, payments for family assistance, etc.</li> <li>• Transfers between agencies</li> </ul>

## 1.2. THE ACCOUNTS PAYABLE PROCESS

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The AP process begins when the vendor creates and submits an invoice, manual warrant or wire transfer 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 ProcureAZ 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 Document (MD)

For the purposes of the AP course, we will assume the purchase and invoice did not go through ProcureAZ; therefore, the invoice will be processed through AFIS. After processing through AFIS, the vendor's account will be credited while the appropriate General Ledger (GL) will be debited for an equal amount. This is an automatic process in AFIS.

*What is a warrant?* It's basically a check but if funds aren't available then state doesn't pay. In government finance, a **warrant** is a written order to pay that instructs a state, government treasurer 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" or so that the issuer can collect interest on the float or delay redemption.

### 1.3. THINGS TO KNOW BEFORE WE BEGIN: EVENT TYPES, POSTING CODES, TEMPLATES AND FUNCTIONS

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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 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 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 for some reason, you need to change the event type, you can do so 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 and the corresponding event type description.

#### Event Types Descriptions

Event Type	Description
PR02	External Vendor (Default)
PR05	External Vendor (Default)
PR05	External Vendor (Default)
AP01	Authorize Normal Payment
APZ1	Accrued Expense not set to reimbursement
APZ2	Internal Transfer for Use Tax
APZ3	Misc. items and Freight
PR05	External Vendor (Default)
PR05	External Vendor (Default)
PR05	External Vendor (Default)
AP02	Intercept Request Maintenance
AP07	Authorize Prepayment Refund
AP08	Authorize Unreserved Credit Balance Refund
AP09	Authorize Reserved Credit Balance Refund
AP16	Equity Payout Authorization
AP17	Liability Payout Authorization

Event Type	Description
AP18	Asset Payout Authorization
AP10	External Collected Revenue Refund

### Event Requirement Table

AFIS requires particular fields be populated when processing an Accounts Payable transaction (paying an invoice, encumbering funds, etc). Some fields are mandatory, some fields are optional and some fields are prohibited. The Events Requirement Table (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 AP01- “Authorize Normal Payment” some fields are going to be required such as vendor and vendor address.

### 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 area. The event type triggers the posting code so you do not need to populate the posting code area.

For example, if you are paying a phone bill the phone bill account is credited and the operating account is debited. The posting code area in AFIS indicates this because you selected the event type.

### Accounting Lines

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

### Accounting Functions and 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:

1. Function
2. Accounting Template

A **function** can be set up in the AFIS system to autofill particular elements such as an appropriation unit, task, department, etc. Once the function is set up, then all of those elements will pre-fill. Keep in mind that a function uses a “hard inference” meaning if you select the function then change an element such

as the appropriation unit, the function will override that element when you submit the payment. Many functions are already set up for agencies and departments, 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 does not override any data entry when validated. Very few agencies use templates.

### Function versus Template:

*Comparison of Capabilities*

Function <i>(preferred method of use)</i>	Template
<ul style="list-style-type: none"> <li>▪ Is an AFIS Chart of Account Element that automatically completes many fields, reducing errors</li> <li>▪ <i>Currently set up for most recurring expenditures</i></li> <li>▪ <i>Is a budgetary requirement for some transactions</i></li> <li>▪ <i>Function Overrides other AFIS Chart of Account fields</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Is an AFIS Chart of Account Element that automatically completes many fields, reducing errors</li> <li>▪ <i>Automatically completes but does not override other AFIS Chart of Account fields.</i></li> <li>▪ <i>Used for specific purposes which differ between agencies</i></li> </ul>



***Note: A Function will overwrite any changes you made. If you use a function, change a few fields and save the transaction, the function will overwrite all populated fields to the data that is programmed in the function.***

### 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 authorization level.

## Section 2 – Encumbrance Documents

### Lesson Overview

Accounts Payable focuses on two main documents, the GAE (General Accounting Encumbrance) document and the GAX (General Accounting Payment) document. A General Accounting Encumbrance (GAE) document is used to encumber or “set aside” particular funds for a future date for expenditures that do not use a purchase order. If there is an expenditure for appropriation type 1 or 2 and amount is over \$1000 then an Encumbrance (GAE) is required. Once funds are encumbered, or set aside, those funds are no longer available for use in other transactions. The purpose and main benefit of using an encumbrance is to help avoid budget overspending. Common examples are utilities or travel.

### 2.1. 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.

The screenshot displays the AFIS system interface for a General Accounting Encumbrance (GAE) document. The top navigation bar includes 'Welcome, Training 2' and tabs for 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main header shows 'Purchase Order - Non Commodity(GAE)' with details: Dept: 100, ID: 1232323, Ver.: 1, Function: New, Phase: Draft, and Modified by Training2 on 04/11/2016. The 'Header' component is shown with a tabbed interface. The 'General Information' tab is selected, showing fields for Document Name, Record Date, Budget FY, Fiscal Year, Period, and Document Description (highlighted with a red box and containing 'Encumbrance utilities'). Other fields include Billing Location, Shipping Location, Delivery Date, Cited Authority, Escrow ID, and various amount fields (Actual Amount, Closed Amount, Open Amount, Open Accrual Amount, Referenced Amount).

#### Vendor

The vendor component is used to record information on the vendor and payment for an expense transaction. Since we aren’t paying a vendor, we 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.

The screenshot displays the AFIS Accounts Payable interface. At the top, there is a navigation bar with tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. Below this, a header section shows 'Purchase Order - Non Commodity (GAE)' with details: Dept: 100, ID: 34343, Ver.: 1, Function: New, Phase: Draft, and Modified by Training2, 04/11/2016.

The main area is divided into two tabs: 'Vendor' and 'General Information'. The 'Vendor' tab shows a table with columns for Vendor Line, Vendor Customer, Legal Name, and Line Amount. A single line is visible with a line amount of \$0.00. Below the table are navigation buttons (First, Previous, Next, Last) and a 'Go to line' field.

The 'General Information' tab is active, showing various input fields for Vendor Customer, Legal Name, Address Code, Address Line 1, Address Line 2, City, Vendor Contact ID, Vendor Contact Name, Vendor Contact Phone, Vendor Contact Phone Ext., Vendor Contact Email, and Fax. At the bottom of this tab, there are buttons for Save, Undo, Insert New Line (highlighted with a red box), Insert Copied Line, and Edit with Grid.

### 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.

The screenshot displays the AFIS Accounts Payable interface with the 'Fund Accounting' tab selected. The 'General Information' tab is also visible in the background.

The 'Fund Accounting' tab shows various input fields and summary information. The 'Event Type' is set to 'PR05'. The 'Accounting Template' field is empty. The 'Line Description' field is empty. The 'Line Amount' field is set to '\$15,000.00' and is highlighted with a red box. The 'Reserved Funding' is set to 'No'. The 'Roll Indication 1' and 'Roll Indication 2' fields are empty.

Summary information on the right side includes: Budget FY: 2015, Fiscal Year: 2015, Period: 12, Line Closed Amount: \$0.00, Line Closed Date: (empty), Line Open Amount: \$15,000.00, Referenced Line Amount: \$0.00, Outyear Adjustments Amount: (empty), and Obligation Amt Adjusted for Outyear: \$15,000.00. The 'Related Accounting Line' field is empty.

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.

The screenshot shows a software interface for accounting. At the top, there is a header bar with the text "Accounting" and summary statistics: "Total Lines: 0", "Accounting Line: none", "Line Amount: none", and "Line Open Amount: none". Below this is a table with columns: "Accounting Line", "Line Amount", "Line Open Amount", and "Line Closed Amount". The table content shows "From 0 to 0 Total: 0" and navigation buttons: "First", "Previous", "Next", and "Last".

Below the table are several tabs: "General Information", "Reference", "Fund Accounting", and "Detail Accounting" (which is selected). The "Detail Accounting" tab contains the following fields:

- Location:
- Sub Location:
- Activity:
- Sub Activity:
- Function:  (highlighted with a red box)
- Sub Function:
- Reporting:
- Sub Reporting:
- Task:
- Sub Task:
- Task Order:

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.

## 2.2. 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.

### EXERCISE 2.2. CREATE A GENERAL ACCOUNTING ENCUMBRANCE DOCUMENT

#### Scenario

Your agency receives an Invoice from Tucson Electric Power for Q3 2015 estimated electric usage. Create a GAE that encumbers the amount of the quarterly utility bill. Use Invoice 2.2.

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

- A. 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**.

The screenshot shows the 'Document Catalog' interface. It includes a search bar, a 'Document Identifier' section with fields for 'Code' (set to 'GAE'), 'Unit', 'Dept.' (set to '100'), and 'ID'. Below this is an 'Other Options' section with 'Auto Numbering' checked and 'Create Template' unchecked. At the bottom are 'Create' and 'Menu' links.

*Auto numbering allows for AFIS to automatically number the document based on the next in the series. All agencies and departments will want to check with their supervisors to determine to use Auto numbering or not. In class, we auto-number.*

6. Write down the ID number: \_\_\_\_\_

The screenshot shows a document header bar with the following text: 'Purchase Order - Non Commodity(GAE) Dept: 100 ID: 201500000017 Ver.: 1 Function: New Phase: Draft'.

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

The screenshot displays the Vendor component of the document. At the top, the Header section shows 'Vendor' with 'Total Lines: 1', 'Vendor Line: 0', 'Vendor Customer: TUC62700', and 'Legal Name:'. Below this is a table with columns 'Vendor Line' and 'Vendor Customer', containing one row with '0' and 'TUC62700'. A status bar indicates 'From 1 to 1 Total: 1' with navigation buttons for 'First', 'Previous', and 'Next'.

The 'General Information' section contains the following fields:

- Vendor Customer: TUC62700
- Legal Name: [Empty]
- Alias/DBA: [Empty]
- Address Code: 001
- Address Line 1: [Empty]
- Address Line 2: [Empty]
- City: [Empty]
- State: [Dropdown menu]
- Zip: [Empty]

At the bottom, there is a toolbar with buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', and 'Edit with Grid'. Below the toolbar, the 'Accounting' and 'Posting' sections are visible, both showing 'Total Lines: 0'.

7. Click **Save** to view the inferences. Notice how the address information auto-filled based on what was in the vendor table.

Vendor: Total Lines: 1 Vendor Line: 1 Vendor Customer: TUC62700 Legal Name: TUCSON ELECTRIC POWER CO

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	TUC62700	TUCSON ELECTRIC POWER CO	\$0.00

From 1 to 1 Total: 1

**General Information**

Vendor Customer: TUC62700  
 Legal Name: TUCSON ELECTRIC PO  
 Alias/DBA:  
 Address Code: 001  
 Address Line 1: P O BOX 80077  
 Address Line 2:  
 City: PRESOTT  
 State: Arizona  
 Zip: 85304-8077

Vendor Contact ID:  
 Vendor Contact Name:  
 Vendor Contact Phone:  
 Vendor Contact Phone Ext.:  
 Vendor Contact Email:  
 Fax:  
 Fax Extension:  
 Web Address http://:

8. Select the **Accounting** component.
- D. 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 **7199**.

General Information Reference **Fund Accounting** Detail Accounting

Fund:   
 Sub Fund:   
 Department: 100  
 Unit:   
 Sub Unit:   
 Appr Unit:

Object: 7199  
 Sub Object:   
 Revenue:   
 Sub Revenue:   
 BSA:   
 Sub BSA:

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

- E. 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.



## 2.3. 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.

### EXERCISE 2.3. CREATE A GENERAL ACCOUNTING ENCUMBRANCE DOCUMENT WITH MULTIPLE LINES

#### 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.

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

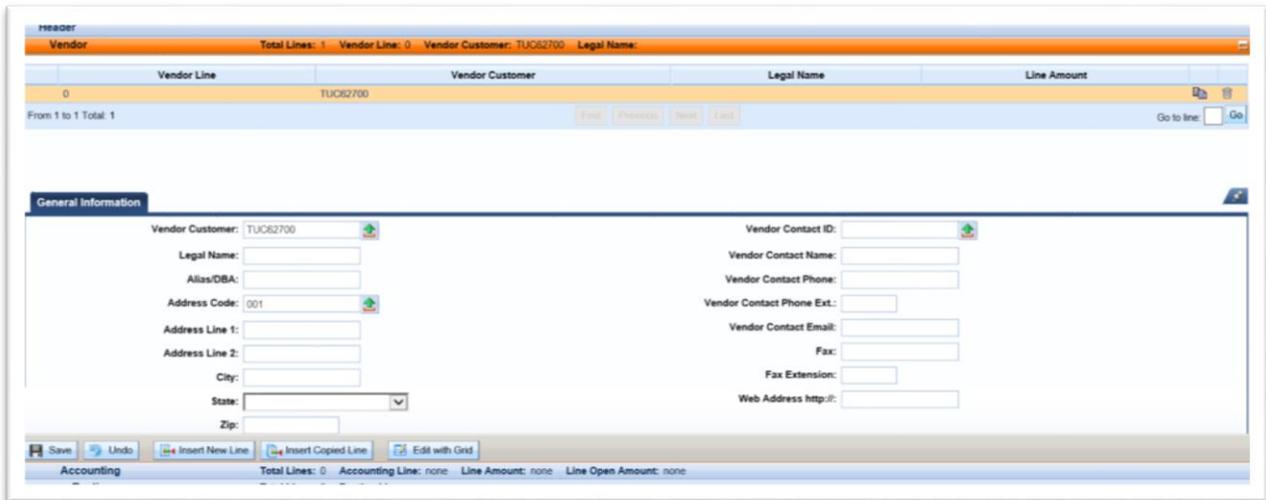
- A. Create the new General Accounting Encumbrance document.
  1. In the **Jump To** field, enter **GAE**.
  2. In the **Dept.** field, enter the data from *your student data card*.
  3. Click **Create**.
  4. Check the **Auto Numbering** check box.
  5. Click **Create**.

The screenshot shows the 'Document Catalog' form in AFIS. It includes a search bar, a 'Document Identifier' section with fields for Code (GAE), Unit, Dept. (100), and ID, and an 'Other Options' section with checkboxes for 'Auto Numbering' (checked) and 'Create Template' (unchecked). There are 'Create' and 'Menu' buttons at the bottom.

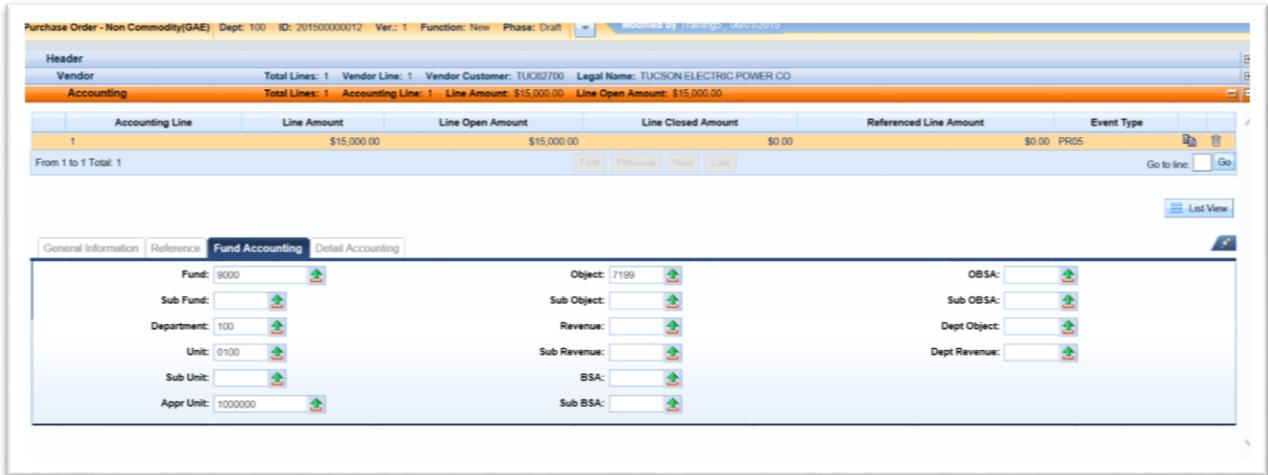
6. Write down the ID number: \_\_\_\_\_



- B. Complete the Header component of the document.
  - 1. In the **Document Description** field, enter **Utility Invoice**.
  - 2. Click on the **Vendor** component.
- C. 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.
- D. 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 **7199**.



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** button.
19. Enter
20. Click **Save**.
21. With Accounting line 3 selected, click the **copy line** icon

22. Click **Insert Copied Line** button. Enter
23. Click **Save**.

Accounting				
Total Lines: 4    Accounting Line: 4    Line Amount: \$15,000.00    Line Open Amount: \$15,000.00				
Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	
1	\$15,000.00	\$15,000.00	\$0.00	
2	\$15,000.00	\$15,000.00	\$0.00	
3	\$15,000.00	\$15,000.00	\$0.00	
4	\$15,000.00	\$15,000.00	\$0.00	
From 1 to 4 Total: 4				<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>

- E. 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 2.3. Create a General Accounting Encumbrance Document with Multiple Lines**



Tucson Electric Power

Date 6/1/2015  
 Invoice # See Participants Manual

Tucson Electric Power  
 P.O. Box 80077  
 Prescott, AZ 86304-8077  
 Vendor Customer ID  
 TUC62700

TO State of Arizona

SHIP TO State of Arizona

Salesperson	PO	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Andre Iguodala	N/A					

Line	Item #	Description	Unit	Discount	Line total
1	5001	Q1 2016 Utilities	15,000 kWh		\$15,000
2	5001	Q2 2016 Utilities	15,000 kWh		\$15,000
3	5001	Q3 2016 Utilities	15,000 kWh		\$15,000
4	5001	Q4 2016 Utilities	15,000 kWh		\$15,000
Total					\$60,000

## 2.4. 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 ProcureAZ, any modification/cancellation must be initiated and interfaced from ProcureAZ.*

### EXERCISE 2.4. 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 2.2. You should have encumbered 14000 instead of 15000. You will create a GAE modification document and submit it for approval.

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

- A. 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**.

The screenshot shows the 'Document Catalog' interface. At the top, there are buttons for 'Create', 'Browse', and 'Clear'. Below these are sections for 'Document Identifier', 'User Information', and 'Document State'. The 'Document Identifier' section includes fields for 'Code' (GAE), 'Unit', 'Dept.' (100), and 'ID'. Below this is a 'Browse Clear' section and a row of action buttons: 'Open', 'Validate', 'Submit', and 'Copy'. The main part of the interface is a table with the following columns: Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, and Active. The table contains seven rows of document entries. Below the table are navigation links: 'First', 'Prev', 'Next', 'Last', and a 'Menu' link.

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100	201500000011	No	1	New	Final	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100	201500000012	No	1	New	Final	Submitted	6/1/15	Training2	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100	INST 1.1.2	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100	INST 1.4.4	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100	INST 1.3A	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100	INSTRUC 4.2	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100	INSTRUCT 5.1	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

5. Click the **ID** link in the grid to search for the document you just created that encumbered 15,000 for Tucson Power (Activity 2.2.)

B. 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**.

The screenshot shows the 'Fund Accounting' tab in the document interface. It features a grid of input fields for various accounting codes, each with a green up/down arrow icon. The fields are: Fund (9001), Sub Fund, Department (101), Unit, Sub Unit, Appr Unit, Object (7597), Sub Object, Revenue, Sub Revenue, BSA, Sub BSA, OBSA, Sub OBSA, Dept Object, and Dept Revenue.

C. 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.”**

D. 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 2<sup>nd</sup> version and the modification version.

The screenshot shows the 'Document Catalog' interface. At the top, there are buttons for 'Create' and a search icon. Below is the 'Document Identifier' section with input fields for 'Code' (containing 'GAE'), 'Unit', 'Dept.', and 'ID'. There are also expandable sections for 'User Information' and 'Document State'. Below these are 'Browse' and 'Clear' buttons. A navigation bar contains 'Open', 'Validate', 'Submit', and 'Copy' buttons. The main area is a table with the following columns: Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, and Active. The table contains 10 rows of document entries.

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100		<a href="#">12345</a>	No	1	New	Historical (Final)	Submitted	4/11/16	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">12345</a>	No	2	Modification	Final	Submitted	6/1/15	Training5	\$14,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000011</a>	No	1	New	Draft	Rejected	6/1/15	Training5	\$0.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000012</a>	No	1	New	Final	Submitted	6/1/15	Training5	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">3423</a>	No	1	New	Draft	Rejected	4/11/16	Training2	\$30,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.1.2</a>	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.4.4</a>	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUC 4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUCT 5.1</a>	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

At the bottom of the table, there are navigation links: 'First Prev Next Last'.

5. Click **Home** to return to primary screen.

## 2.5. 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.

## EXERCISE 2.5. 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).

### Setup

- ✓ User is logged into the AFIS Home Page.

### Steps

- A. 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.
- B. The search window appears.
  1. In the **Department** field, enter the data from **your student data card**.
  2. In the **Fund** field, enter the data from **your student data card**.
  3. In the **Doc CD** field, enter **GAE**.
  4. In the **Doc Dept** field, enter the data from **your student data card**.
  6. Click **Ok**.

F. Examine the document information in the Accounting Journal.

Accounting Journal

	Run Tm	Document	Doc Pstng Ln	Dr/Cr	Pstng Am
✓	04/04/2016	<a href="#">GAE_100,201500000011,3</a>	1	C	(\$1,000.00)
	04/04/2016	<a href="#">GAE_100,201500000011,3</a>	1	D	\$1,000.00

[First](#) [Prev](#) [Next](#) [Last](#) [Download](#)

---

[Copy](#) [Search](#)

[Calculate Total](#)    **Calculated Amount :**

**▼ General Accounting**

Doc Record Date : <input type="text" value="06/01/2015"/>	Posting Pair : <input type="text" value="A"/>
Fiscal Period : <input type="text" value="12"/>	Posting Code : <input type="text" value="P005"/>
Fiscal Year : <input type="text" value="2015"/>	Dr/Cr : <input type="text" value="C"/>
Budget FY : <input type="text" value="2015"/>	Ln Func : <input type="text" value="Standard"/>
Fiscal Quarter : <input type="text" value="4"/>	Pstng Am : <input type="text" value="(\$1,000.00)"/>
Event Category : <input type="text" value="PR"/>	Incr/Dcrs : <input type="text" value="D"/>
Event Type : <input type="text" value="PR05"/>	Run Tm : <input type="text" value="04/04/2016"/>
Bank Account : <input type="text"/>	

▶ **Fund Accounting**

▶ **Organizational**

▶ **Cost Accounting**

▶ **Other Chart of Accounts**

▶ **COA Rollups**

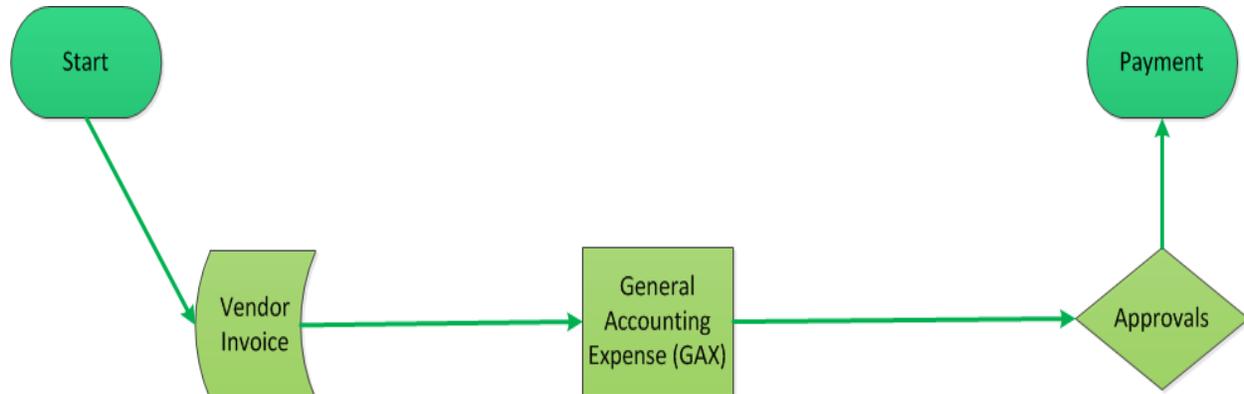
## Section 3 – General Accounting Expense Document (GAX)

### Lesson Overview

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.



### 3.1. 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.

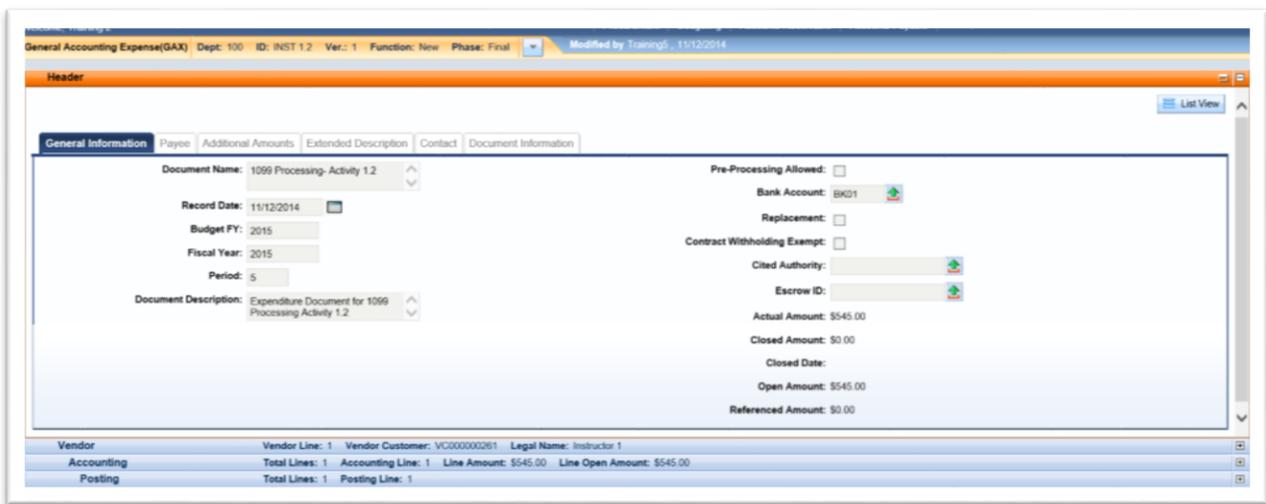
It is also possible to create a General Accounting Expense (GAX) based document without referencing an encumbrance.

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.

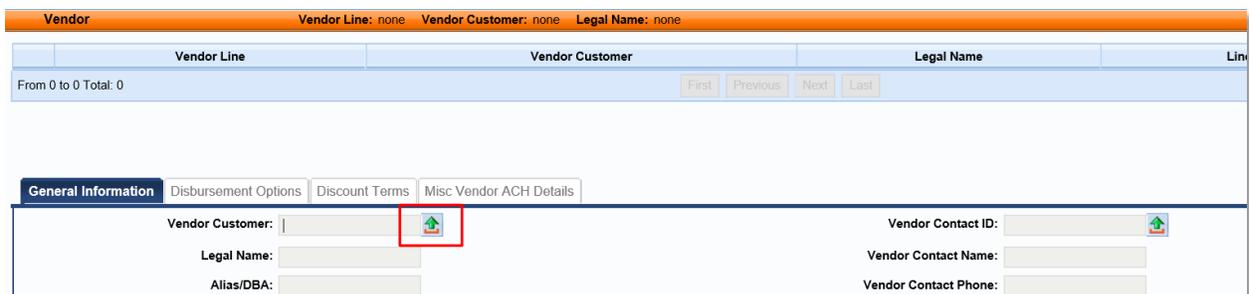
In the **Header** component, on the **General Information** tab, the Document Description field is **required**; it is used to give a brief description of the purpose of the document.

The other required fields in the Header component are optional.



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



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.

Vendor selection interface showing search criteria and a list of vendors. The selected vendor is TUCSON ELECTRIC POWER CO.

	Vendor/Customer	Legal Name	EFT Status	Lock Account
Select	000012484	TUCSON SCTP		No
Select	0063354601	TUCSON SOUTH CENTRAL		No
Select	63354601	TUCSON SOUTH CENTRAL	Eligible for EFT	No
Select	CIT00266	TUCSON CITY OF		No
Select	DTT880X	TUCSON		No
Select	STAMNLGBT	Tucson LGBT Museum		No
Select	TUC37567	TUCSON MEDICAL CENTER		No
Select	TUC42798	TUCSON ORTHOPAEDIC INSTITUTE PC		No
Select	TUC44245	TUCSON EYE PHYSICIANS PLLC		No
Select	TUC62700	TUCSON ELECTRIC POWER CO		No

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.

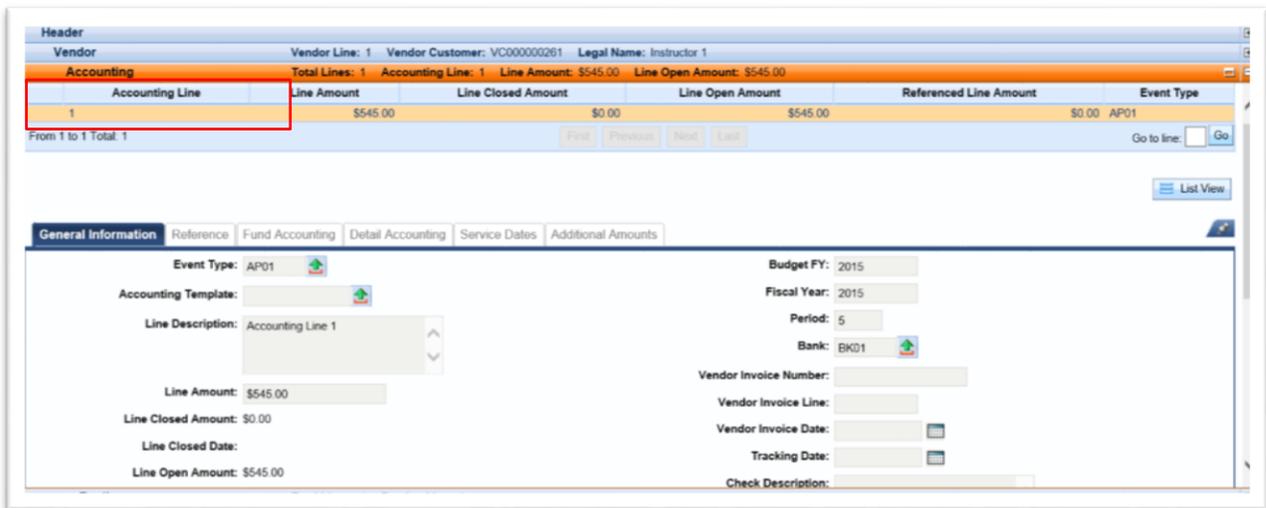
Vendor detail form showing general information for Vendor Customer VC00000261 and Legal Name Instructor 1. The Address Code is AD001.

Vendor Contact ID: PC001  
 Vendor Contact Name: Bob Smith  
 Vendor Contact Phone: 512-728-4100  
 Vendor Contact Phone Ext.:  
 Vendor Contact Email: bobsmith@del.com  
 Fax:  
 Fax Extension:  
 Web Address http://

### 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 field 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.

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$545.00 Line Open Amount: \$545.00

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$545.00	\$0.00	\$545.00	\$0.00	AP01

From 1 to 1 Total: 1

General Information Reference Fund Accounting **Detail Accounting** Service Dates Additional Amounts

Location: 100A Reporting: Major Program: Sub Location: Sub Reporting: Program: Activity: Task: 100000 Phase: Sub Activity: Sub Task: 987654 Program Period: Function: 1005205 Task Order: Sub 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.

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	D011 D001	External AE Disb Payable	\$545.00	\$545.00

From 1 to 1 Total: 1

### 3.2. 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.

**EXERCISE 3.2. 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.

**Setup**

- ✓ User is logged into the AFIS Home Page.

**Steps**

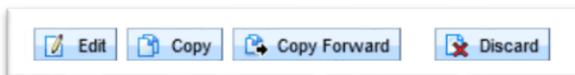
- Navigate to the General Accounting Encumbrance document.
  - On the Secondary Navigation Panel, click **Search**.
  - Click **Document Catalog**.
  - In the **Code** field, enter **GAE**.
  - In the **Dept** field, enter the data from **your student data card**.
  - Click **Browse**.
  - In the search results, click the **ID** that is on the data from **Activity 2.2**.

The screenshot shows the 'Document Catalog' interface. At the top, there is a 'Create' button and a 'Document Identifier' section with input fields for 'Code' (GAE), 'Unit', 'Dept.' (100), and 'ID'. Below this are sections for 'User Information' and 'Document State'. A 'Browse Clear' link is present. A table of document entries is displayed with columns: Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, and Active. The first row is highlighted in orange.

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100		<a href="#">201500000011</a>	No	1	New	Historical (Final)	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000011</a>	No	2	Modification	Historical (Final)	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000011</a>	No	3	Modification	Final	Submitted	6/1/15	Training2	\$14,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">201500000012</a>	No	1	New	Final	Submitted	6/1/15	Training2	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.1.2</a>	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.4.4</a>	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INST 1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUC 4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100		<a href="#">INSTRUCT 5.1</a>	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

First Prev Next Last

- Create a General Accounting Expense document.
  - Observe the Total Amount of the General Accounting Encumbrance document.
  - 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**.

**Copy Forward**

From Document

Category : ABS      Doc Dept : 100  
 Type : ABS      Doc Unit :  
 Code : GAE      ID : 201500000012  
 Select Entire Document :       Version : 1

To Document

Doc. Department Code : 100      Document Id :  
 Unit Code :      Auto Numbering :

Target Doc Type	Target Doc Code	Description
<input checked="" type="checkbox"/> ABS	GAX	Create GAX from GAE
<input type="checkbox"/> ABS	GAEC	Correct Encumbrance

First Prev Next Last

OK Cancel

6. Click **Ok**. The Draft GAX document opens. Notice the document is in draft mode.

Welcome, Training 2

General Accounting Expense(GAX) | Dept: 100 | ID: 12323 | Ver.: 1 | Function: New | Phase: Draft

- C. 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.

D. Navigate to the **Vendor** component.

Observe the vendor information is automatically inferred when using Copy Forward.

The screenshot displays a web-based form for vendor information. At the top, a table lists vendor details:

Vendor Line	Vendor Customer	Legal Name
1	TUC62700	TUCSON ELECTRIC POWER CO

Below the table, there are navigation buttons: "From 1 to 1 Total: 1", "First", "Previous", "Next", and "Last".

The main form area has several tabs: "General Information" (selected), "Disbursement Options", "Discount Terms", and "Misc Vendor ACH Details".

The "General Information" tab contains the following fields:

- Vendor Customer: TUC62700
- Legal Name: TUCSON ELECTRIC POW
- Alias/DBA: [Empty]
- Address Code: 001
- Address Line 1: P O BOX 80077
- Address Line 2: [Empty]
- City: PRESCOTT
- State: Arizona
- Zip: 86304-8077
- Country: USA
- County: [Empty]
- Vendor Contact ID: [Empty]
- Vendor Contact Name: [Empty]
- Vendor Contact Phone: [Empty]
- Vendor Contact Phone Ext.: [Empty]
- Vendor Contact Email: [Empty]
- Fax: [Empty]
- Fax Extension: [Empty]
- Web Address http://: [Empty]

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

The screenshot shows the 'Reference' tab in the AFIS Accounts Payable system. The 'Ref Type' dropdown menu is highlighted with a red box and set to 'Final'. Other fields visible include Ref Doc Code: GAE, Ref Doc Dept: 100, Ref Doc ID: 201500000012, Ref Vendor Line: 1, Ref Commodity Line: (empty), Ref Accounting Line: 1, Debt ID: (empty), Schedule Number: (empty), and Schedule Line: (empty).

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

The screenshot shows the 'Fund Accounting' tab in the AFIS Accounts Payable system. The following fields are populated: Fund: 9000, Object: 7199, Sub Fund: (empty), Sub Object: (empty), Department: 100, Revenue: (empty), Unit: 0100, Sub Revenue: (empty), Sub Unit: (empty), BSA: (empty), Appr Unit: 1000000, and Sub BSA: (empty). Each field has a green up arrow icon next to it.

- F. 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**.

### 3.3. 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.

#### EXERCISE 3.3. CREATE A GENERAL ACCOUNTING EXPENSE DOCUMENT (GAX)

##### 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.

##### Setup

- ✓ User is logged into the AFIS Home Page.

##### Steps

- A. 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**.

6. Write down the ID number: \_\_\_\_\_

- B. Complete the Header component of the document.
  1. In the **Document Description** field, enter *Lease Payment*

2. Click on the **Vendor** component.
- C. 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 **Tuc\***.
  4. Click **Browse**.
  5. Select **Tucson Electric Power**
  5. Click **Save** to view the inferences.
  6. Select the **Accounting** component.
- D. 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**.

The screenshot shows the 'Fund Accounting' tab in a software interface. It contains two columns of input fields, each with a small green upward arrow icon to its right. The fields are as follows:

Fund:	Object: 7599
Sub Fund:	Sub Object:
Department: 101	Revenue:
Unit:	Sub Revenue:
Sub Unit:	BSA:
Appr Unit:	Sub BSA:

6. Click the **Detail Accounting** tab.
7. In the **Function** field, enter the data from *your student data card*.
8. Click **Save**.
- E. 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 3.3. Create a General Accounting Expense Document (GAX)**



Tucson Electric Power

Date 6/1/2015

Tucson Electric Power  
 P.O. Box 80077  
 Prescott, AZ 86304-8077  
 Vendor Customer ID  
 TUC62700

TO State of Arizona

SHIP TO State of Arizona

Salesperson	PO	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Derek Williams	N/A					

Line	Item #	Description	Unit	Discount	Line total
1	6001	January 2016 Lease Payment			\$975
				Total	\$975

### 3.4. CREATING A PARTIAL PAYMENT FROM A GAE

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

#### EXERCISE 3.4. CREATE A PARTIAL PAYMENT FROM A GAE

##### *Scenario*

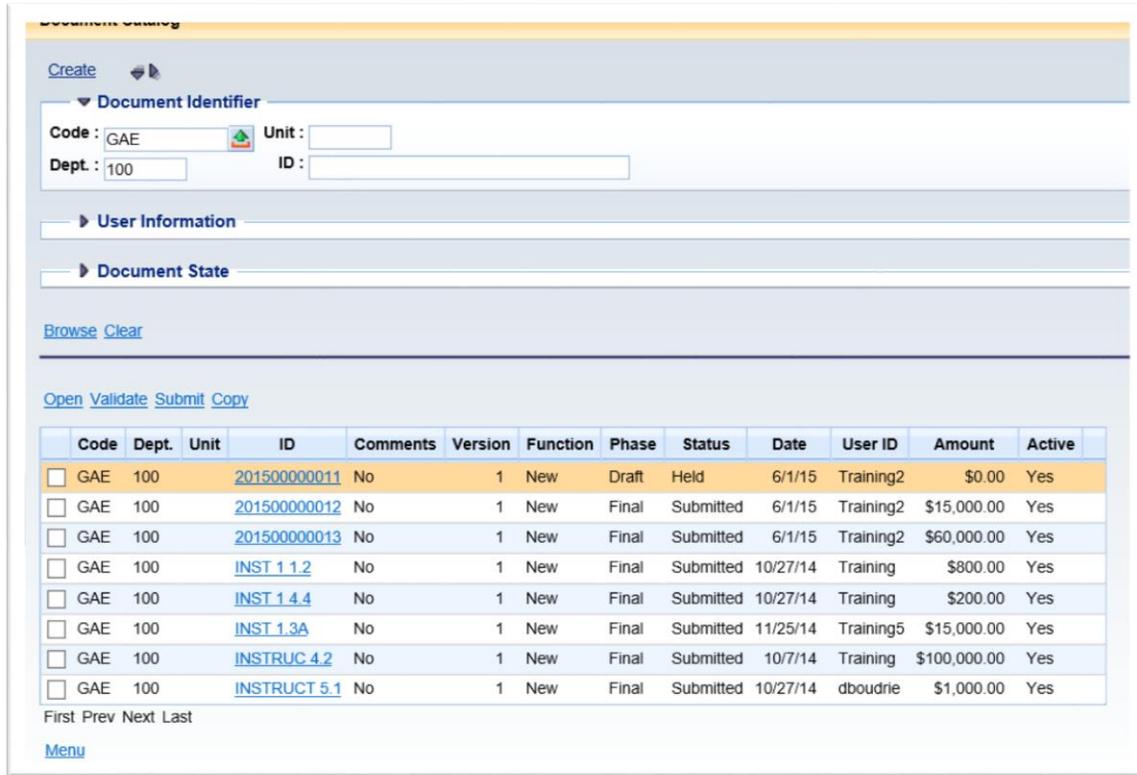
You have received a request to process a partial payment of the Tucson Electric Power encumbrance that does not completely liquidate the referenced encumbrance. You are paying the first quarter of the encumbrance in the amount of \$5000. Invoice 3.4. You will be referencing the encumbrance in Exercise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

##### *Setup*

- ✓ User is logged into the AFIS Home Page.

##### *Steps*

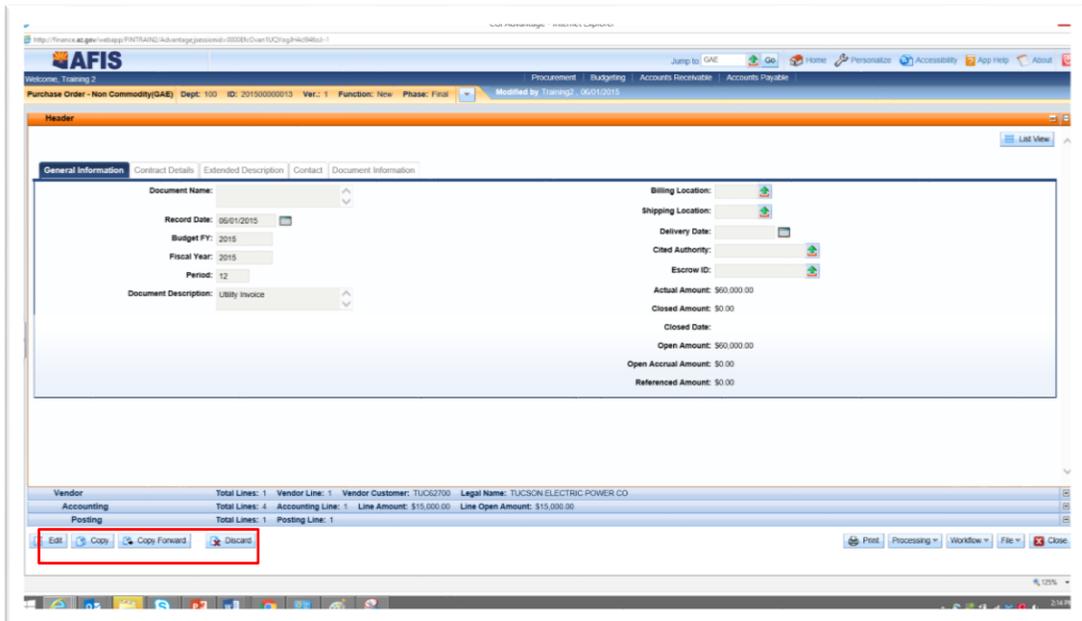
- A. Create the new General Accounting Encumbrance document.
  1. In the **Jump To** field, enter **GAE**.
  2. In the **Dept.** field, enter the data from *your student data card*.
  3. Click **Browse**.



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

B. 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**.



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.



7. Write down the ID number: \_\_\_\_\_
- G. 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**.
- H. 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.

Vendor		Vendor Line: 1	Vendor Customer: TUC62700	Legal Name: TUCSON ELECTRIC POWER CO	
Accounting		Total Lines: 4	Accounting Line: 1	Line Amount: \$15,000.00	Line Open Amount: \$15,000.00
Accounting Line	Line Amount	Line Closed Amount	Line Open Amount		
1	\$15,000.00	\$0.00	\$15,000.00		
2	\$15,000.00	\$0.00	\$15,000.00		
3	\$15,000.00	\$0.00	\$15,000.00		
4	\$15,000.00	\$0.00	\$15,000.00		

From 1 to 4 Total: 4

First Previous Next Last

- I. Complete the Accounting component of the document.
  1. Click **Line 2** to select it.
  2. Click the **trashcan icon** to delete Line 2.
  3. Click **Line 3** to select it.
  4. Click the **trashcan icon** to delete Line 3.
  5. Click **Line 4** to select it.
  6. Click the **trashcan icon** to delete Line 4.
  7. On the General Information tab, in the **Line Amount** field, enter the amount you are paying from the invoice (**\$5000**).
  8. Click the **Reference** tab.

Verify the Ref Type is **Partial**.

The screenshot shows the 'Reference' tab in the AFIS Accounts Payable system. The 'Ref Type' dropdown menu is set to 'Partial'. Other fields include Ref Doc Code: GAE, Ref Vendor Line: 1, Ref Accounting Line: 1, and Ref Doc ID: 20150000012. The top of the screen shows a table with one accounting line: Accounting Line 1, Line Amount \$15,000.00, Line Closed Amount \$0.00, Line Open Amount \$15,000.00, and Event Type AP01.

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

The screenshot shows the 'Fund Accounting' tab in the AFIS Accounts Payable system. The following fields are populated: Fund: 9000, Object: 7199, Sub Fund: (empty), Sub Object: (empty), Department: 100, Revenue: (empty), Unit: 0100, Sub Revenue: (empty), Sub Unit: (empty), BSA: (empty), Appr Unit: 1000000, and Sub BSA: (empty). Each field has a green up arrow icon next to it.

11. 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.”**
  12. 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.”**
  13. Click **Close**.
  14. Click **Home** in the Primary Navigation Panel to return to the Home Page.
- J. 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 card*.

3. Click **Browse**.

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100	<a href="#">201500000011</a>	No	1	New	Draft	Held	6/1/15	Training2	\$0.00	Yes
<input type="checkbox"/>	GAE	100	<a href="#">201500000012</a>	No	1	New	Final	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100	<a href="#">201500000013</a>	No	1	New	Final	Submitted	6/1/15	Training2	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100	<a href="#">201500000015</a>	No	1	New	Draft	Held	6/1/15	Training2	\$0.00	Yes
<input type="checkbox"/>	GAE	100	<a href="#">INST 1.1.2</a>	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100	<a href="#">INST 1.4.4</a>	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100	<a href="#">INST 1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100	<a href="#">INSTRUC 4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100	<a href="#">INSTRUCT 5.1</a>	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

K. In the search results, click the **ID** of the GAE document in Exercise 2.3. (the \$60,000 encumbrance)

L. Review a General Accounting Encumbrance Document.

M. 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.

Accounting					
Total Lines: 4    Accounting Line: 1    Line Amount: \$15,000.00    Line Open Amount: \$10,000.00					
Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	
1	\$15,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$5,000.00
2	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00
3	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00
4	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00
1 to 4 Total: 4					

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

**Invoice 3.4. Create a Partial Payment from a GAE**



*Tucson Electric Power*

Date 6/1/2015

Tucson Electric Power  
 P.O. Box 80077  
 Prescott, AZ 86304-8077  
 Vendor Customer ID  
 TUC62700

TO State of Arizona

SHIP TO State of Arizona

Salesperson	PO	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Aaron Gordon	N/A					

Line	Item #	Description	Unit	Discount	Line total
1	5001	October 2015	5,000 kWh		\$5,000
				Total	\$5,000

### 3.5. CREATE A SPLIT ACCOUNTING DISTRIBUTION

You may have a need to split an expense between two units or departments, AFIS allows for 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.

#### EXERCISE 3.5. 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.

##### Setup

- ✓ User is logged into the AFIS Home Page.

##### Steps

- A. Create a new General Accounting Expense document using the **Document Catalog**.
  5. In the Jump To Field type **GAX**.
  6. In the **Dept** field, enter the data from **your student data card**.
  7. Click **Create**.
  8. Click the **Auto Numbering** check box.

The screenshot shows the 'Document Catalog' form. At the top, there is a search bar. Below it, the 'Document Identifier' section contains fields for 'Code' (set to 'GAX'), 'Unit', 'Dept' (set to '100'), and 'ID'. The 'Other Options' section has two checkboxes: 'Auto Numbering' (checked) and 'Create Template' (unchecked). At the bottom of the form, there are two buttons: 'Create' and 'Menu'.

9. Click **Create**.

- K. 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 page.
- L. 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**.
- M. Complete the **Accounting** component.
  - 1. Click **Insert New Line**.
  - 2. In the **Line Amount** field, enter **100**.
- N. 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 the data from ***your student data card***.
  - 6. In the **Object** field, enter **7599**.

General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
Fund:	9000	Object:	7599		
Sub Fund:		Sub Object:			
Department:	100	Revenue:			
Unit:	0100	Sub Revenue:			
Sub Unit:		BSA:			
Appr Unit:	1000000	Sub BSA:			

- 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**.
- O. Insert and complete a second Accounting line.
1. Click **Insert New Line** and click the **General Information** tab.
  2. In the **Line Amount** field, enter **75.99**.
- P. 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**.

The screenshot shows the 'Fund Accounting' tab in a software interface. The fields and their values are as follows:

Field	Value
Fund	9000
Sub Fund	
Department	100
Unit	100
Sub Unit	
Appr Unit	1000000
Object	8143
Sub Object	
Revenue	
Sub Revenue	
BSA	
Sub BSA	

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**.
- Q. 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.

### 3.6. 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

#### EXERCISE 3.6. 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 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.

##### Setup

- ✓ User is logged into the AFIS Home Page.

##### Steps

- Navigate to Vendor Transaction History Page (VTH)
  - In the **Code** field, enter **VTH**.
  - In the **Vendor/Customer Code** field, enter the vendor from Activity 3.3
  - Click **Browse**.

Choose

[Browse](#) [Clear](#)

Vendor/Customer :  Legal Name : TUC\*

Last Name :  Vendor Active Status :

Vendor Approval Status :  Lock Account :

	Vendor/Customer	Legal Name	Last Name	Vendor Active Status	Vendor Approval Status	Lock Account
<a href="#">Select</a>	000012484	TUCSON SCTP		Active	Complete	No
<a href="#">Select</a>	0063354601	TUCSON SOUTH CENTRAL		Active	Complete	No
<a href="#">Select</a>	63354601	TUCSON SOUTH CENTRAL		Active	Complete	No
<a href="#">Select</a>	CIT00266	TUCSON CITY OF		Active	Complete	No
<a href="#">Select</a>	DTT880X	TUCSON		Inactive	Incomplete	No
<a href="#">Select</a>	STAMNLGBT	Tucson LGBT Museum		Inactive	Incomplete	No
<a href="#">Select</a>	TUC37567	TUCSON MEDICAL CENTER		Active	Complete	No
<a href="#">Select</a>	TUC42798	TUCSON ORTHOPAEDIC INSTITUTE PC		Active	Complete	No
<a href="#">Select</a>	TUC44245	TUCSON EYE PHYSICIANS PLLC		Active	Complete	No
<a href="#">Select</a>	TUC62700	TUCSON ELECTRIC POWER CO		Active	Complete	No

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

- Select **Tucson Electric Power**.
- 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.
- B. 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 3.4**.

General Accounting Expense(GAX) Dept: 101 ID: STU 1 4.6 Ver.: 1 Function: New Phase: Final Modified by Training , 11/01/2014

**Header**

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name:

Record Date: 11/01/2014

Budget FY: 2015

Fiscal Year: 2015

Period: 5

Document Description: Training Expense

Pre-Processing Allowed:

Bank Account:

Replacement:

Contract Withholding Exempt:

Cited Authority:

Escrow ID:

Actual Amount: \$50.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$50.00

Referenced Amount: \$0.00

- D. 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.

Posting Total Lines: 1 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	D011 D001	External AE Disb Payable	\$80.00	\$80.00

From 1 to 1 Total: 1

First Previous Next Last

Go to line:  Go

- E. 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.

### 3.7. CANCEL A PAYMENT

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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 Warrant

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 today's date or tomorrow.

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.

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAX	101		<a href="#">150408000025</a>	No	1	New	Draft	Held	4/8/15	Student1	\$200.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">150408000026</a>	No	1	New	Draft	Held	4/8/15	Student1	\$175.99	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1.1.2</a>	No	1	New	Final	Submitted	11/12/14	Training	\$545.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1.1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training	\$6,000.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1.1.3B</a>	No	1	New	Final	Submitted	11/25/14	dboudrie	\$530.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1.4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1.4.6</a>	No	1	New	Final	Submitted	10/27/14	Training	\$50.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1.5.3</a>	No	1	New	Historical (Final)	Submitted	10/27/14	Training5	\$50.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1.5.3</a>	No	2	Cancellation	Final	Submitted	10/27/14	Training5	\$50.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1.5.3A</a>	No	1	New	Final	Submitted	10/27/14	Training5	\$50.00	Yes

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## Section 4 – Additional Functionality in Payment Documents

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### Lesson Overview

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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.

#### 4.1. 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)



The screenshot shows the 'Disbursement Options' tab of a software interface. The form is organized into two columns. The left column contains: 'Disbursement Category' with a dropdown menu showing 'INP'; 'Schedule Payment Date' with a text box containing '10/27/2014' and a calendar icon; 'Disbursement Priority' with a text box containing '99'; 'Disbursement Type' with a dropdown menu showing 'Warrant'; 'Disbursement Format' with a dropdown menu showing 'WAR'; and 'Single Payment' with an unchecked checkbox. The right column contains: 'EFT Status' with a dropdown menu showing 'N/A'; 'Handling Code' with an empty text box; 'On Line Disbursement Rqst' with an unchecked checkbox; 'Taxpayer Id' with an empty text box; 'Taxpayer Id Type' with a dropdown menu; and 'Pay Third Party' with an unchecked checkbox. The 'Disbursement Options' tab is highlighted in blue, and other tabs like 'General Information', 'Discount Terms', and 'Misc Vendor ACH Details' are visible in the background.

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.

Save Undo Delete Insert Copy Paste Search

▼ General Info

Vendor/Customer : 000000929	Restrict Use by Department : <input type="checkbox"/>
Legal Name : SHERATON CRESCENT HO	Miscellaneous Account : <input type="checkbox"/>
Alias/DBA :	Internal Account : <input type="checkbox"/>
Vendor Active Status : Active	Third Party Only : <input type="checkbox"/>
Vendor Approval Status : Complete	Third Party Vendor : <input checked="" type="checkbox"/>
Customer Active Status : Inactive	Third Party Customer : <input type="checkbox"/>
Customer Approval Status : Incomplete	Inventory Customer : <input type="checkbox"/>
Location Name :	Never Archive : <input type="checkbox"/>
First Name :	Restrict VSS Access : No
Middle Name :	Discontinue - No New Business : <input type="checkbox"/>
Last Name :	Prevent MA Reference : <input type="checkbox"/>
Company Name : SHERATON CRESCENT HO	PunchOut Enabled : <input type="checkbox"/>
Vendor Performance Rating :	Re-PunchOut Enabled : <input type="checkbox"/>
	Electronic Order Enabled : <input type="checkbox"/>
	W-9 Received : <input type="checkbox"/>
	Accepts Credit Cards : <input type="checkbox"/>
	Active From : 01/01/1980
	Active To :
	Last Usage Date : 10/03/2014
	Department :
	Unit :

## 4.2. 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.

## EXERCISE 4.2. 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 Exercise 3.4., create a Disbursement Request Modification (DRM) document to make the necessary changes.

### Setup

- ✓ User is logged into the AFIS Home Page.

### Steps

- A. 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.

Vendor	Vendor Line: 1	Vendor Customer: APPLE INC.	Legal Name: Apple Inc.
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$500.00 Line Open Amount: \$500.00
Posting	Total Lines: 1	Posting Line: 1	

- B. 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.

Copy Forward

From Document

Category : ABS      Doc Dept : 101

Type : ABS      Doc Unit :

Code : GAX      ID : STU 1 6.2

Select Entire Document :       Version : 1

To Document

Doc. Department Code : 101      Document Id :

Unit Code :      Auto Numbering :

	Target Doc Type	Target Doc Code	Description
	MD	MD	Create MD from GAX
	MD	MDWT1	Create MDWT1 from GAX
✓	DRM	DRM	Create DRM from GAX
	MD	EAMD	Create EAMD from GAX
	MD	EAMD	Create EAMD from GAX with 2AL

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5. Click **Ok**. The new DRM document opens.
6. Write down document number: \_\_\_\_\_

Disbursement Request Modification(DRM)
Dept: 101    ID: 15040800007    Ver.: 1    Function: New    Phase: Draft
Modified by Student1 , 04/08/2015

- C. 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*.

General Information
Payee
Reference
Disbursement Control
Document Information

Document Name:

Record Date:

Reason:

Document Description:

Changes Applicable To:

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**.

The screenshot shows the 'Disbursement Control' tab with the following fields and values:

- Scheduled Payment Date: [Empty]
- Scheduling Reason Code: [Empty]
- Single Payment: **Yes**
- Handling Code: [Empty]
- Online Disb Request: No Change
- Disbursement Management: No Change
- User Hold: No Change
- Disbursement Format: [Empty]
- Disbursement Category: **PULL**
- Priority: [Empty]
- Hold Payment Reason: [Empty]

8. Click the **Vendor** component.
9. Click on the **trash can**.

Vendor				
Vendor Line	Vendor Code	Vendor Legal Name	Line Amount	
1				

From 1 to 1 Total: 1

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

D. 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.

E. 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.

F. Locate the General Accounting Expense document information.

1. Below the grid, click **Search**.

2. In the Search pop-up window, in the **Doc Dept** field, enter the **Dept** from *your student data card*.
3. In the Search pop-up window, in the **Doc ID** field, enter the document ID.
4. Click **Ok** to return to the Disbursement Request table.
5. Click **Disbursement Control** section, to expand that section.
6. Observe the **Disbursement Category** is now Pull.

Disbursement Request

Document	Vendor Code	Legal Name	Accounting Line Amount
<a href="#">GAX.101.STU 1 1.2</a>	VC000000231	Student 1	\$545.00
<a href="#">GAX.101.STU 1 1.3A</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$6,000.00
<a href="#">GAX.101.STU 1 1.3B</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$530.00
<a href="#">GAX.101.STU 1 4.2</a>	PLACEHOLDER	Placeholder Vendor	\$100,000.00
<a href="#">GAX.101.STU 1 4.6</a>	VC000000231	Student 1	\$50.00
<a href="#">GAX.101.STU 1 5.3 A</a>	VC000000231	Student 1	\$50.00
<input checked="" type="checkbox"/> <a href="#">GAX.101.STU 1 6.2</a>	APPLE INC.	Apple Inc.	\$500.00

First Prev Next Last

Save Undo Search

▶ Vendor

▶ Payee

▼ **Disbursement Control**

<p>Scheduled Payment Date: <input type="text" value="10/27/2014"/> </p> <p>Single Payment: <input checked="" type="checkbox"/></p> <p>Handling Code: <input type="text"/> </p> <p>Online Disb Request: <input type="checkbox"/></p> <p>Disbursement Management: <input type="checkbox"/></p> <p>User Hold: <input type="checkbox"/></p> <p>Restricted: <input type="checkbox"/></p> <p>Hold Payment Reason: <input type="text"/> </p> <p>System Hold Flag: No</p> <p>System Hold Reason: Blank</p> <p>Priority: <input type="text" value="99"/> </p> <p>Payment Type: <input type="text"/></p> <p>Scheduling Reason Code: <input type="text"/> </p>	<p>Disbursement Format: <input type="text" value="WAR"/> </p> <p>Disbursement Category: <input type="text" value="PULL"/> </p> <p>Disbursement Type: <input type="text" value="Warrant"/></p> <p>Consolidation Object 1: <input type="text"/></p> <p>Consolidation Object 2: <input type="text"/></p> <p>Consolidation Object 3: <input type="text"/></p> <p>Consolidation Object 4: <input type="text"/></p> <p>Consolidation Object 5: <input type="text"/></p> <p>Consolidation Object 6: <input type="text" value="101"/></p> <p>Sort Object 1: <input type="text"/></p> <p>Sort Object 2: <input type="text"/></p> <p>Contract Withholding Exempt: <input type="checkbox"/></p>
---	--

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

## Section 5 – Accounts Payable Queries and Reports

### Lesson Overview

General Accounting Expense (GAX) documents can be found by searching several areas in AFIS including the (DISRQ) page. InfoAdvantage also provides an environment to run Accounts Payable reports.

### 5.1. 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.

Disbursement Query [Menu Back](#)

[Search](#)

Disbursement Document	Vendor Code	Vendor Name	Payee Name	Traveler ID	Check Amount	Issued Date	Check/EFT Number	Check Status
<a href="#">AD.AAA.140826000056.2</a>	APPLE INC.	Apple Inc.	Apple Inc.		\$150.00	08/26/2014	000000070000006	Cancelled
<a href="#">AD.JCA.140826000063.1</a>	APPLE INC.	Apple Inc.	Apple Inc.		\$192.00	08/26/2014	000000070000009	Warranted

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Record Date : 08/26/2014	Total Discount Amount : \$0.00
Disbursement Doc Type : AD	Total Penalty Amount : \$0.00
Disbursement Doc Code : AD	Total Interest Amount : \$0.00
Disbursement Doc Dept : AAA	Total Backup Withholding Amount : \$0.00
Disbursement Doc ID : 140826000056	Total Contract Withholding Amount : \$0.00
Payee Code :	Total default Intercept Fee Amount : \$0.00
Payee Name : Apple Inc.	Total Supplementary Intercept Fee Amount : \$0.00
Payee Indicator : V	Total Retainage Amount : \$0.00
Total Accounting Line Amount : \$150.00	Total Freight Amount : \$0.00
Total Intercept Amount : \$0.00	Total Use Amount : \$0.00
Issued Date : 08/26/2014	Total Tax Amount : \$0.00
Check/EFT Number : 000000070000006	Cancel/Reclass Reason : Incorrect Information
Check Status : Cancelled	Vendor Code : APPLE INC.
Cleared Date :	Vendor Name : Apple Inc.
Check Amount : \$150.00	Traveler ID :
	Disbursement Category : TST1

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[Disbursement Detail Query](#)
[Intercept Activity](#)
[Retainage Detail](#)
[Accrual Inquiry](#)

## Disbursement Detail Query (DISBDQ)

The Disbursement Detail 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.

[Menu Back](#)
Disbursement Detail Query

[Browse](#) [Clear](#)

Disbursement Doc Type: <input type="text" value="AD"/>	Intercept Amount: <input type="text"/>
Disbursement Doc Code: <input type="text" value="AD"/>	Discount Amount: <input type="text"/>
Disbursement Doc Dept: <input type="text" value="AAA"/>	Penalty Amount: <input type="text"/>
Disbursement Doc ID: <input type="text" value="140826000056"/>	Interest Amount: <input type="text"/>
Payment Request Doc Code: <input type="text"/>	Backup Withholding Amount: <input type="text"/>
Payment Request Doc Dept: <input type="text"/>	Contract Withholding Amount: <input type="text"/>
Payment Request Doc ID: <input type="text"/>	Default Intercept Fee Amount: <input type="text"/>
Vendor Code: <input type="text"/>	Supplementary Intercept Fee Amount: <input type="text"/>
Traveler ID: <input type="text"/>	Retainage Amount: <input type="text"/>
Payee Code: <input type="text"/>	Freight Amount: <input type="text"/>
Vendor Invoice Number: <input type="text"/>	Tax Amount: <input type="text"/>
Check / EFT Number: <input type="text"/>	Cancel/Reclass Reason: <input type="text"/>
Line Amount: <input type="text"/>	

Disbursement Doc ID	Disb. Line	Payment Doc ID	Payee Name	Payee Indicator	Vendor Invoice Number	Vendor Invoice Line	Line Amount	Contact Name	Contact Number	Check/EFT Number
<a href="#">AD AAA 140826000056.2</a>	1	<a href="#">GAX ICA ICBK07-06.2</a>	<a href="#">Apple Inc.</a>	V			\$150.00			000000070000006

[Copy](#)    [First](#) [Prev](#) [Next](#) [Last](#)

[Disbursement Query](#)   [Check Reconciliation](#)   [Accrual Inquiry](#)

## 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.

[Menu Back](#)

Document	Vendor Code	Legal Name	Accounting Line Amount
✓ <a href="#">GAX_100.INST 1.2</a>	VC000000261	Instructor 1	\$545.00
<a href="#">GAX_100.INST 1.3A</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$6,000.00
<a href="#">GAX_100.INST 1.3B</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$530.00
<a href="#">GAX_100.INSTRUCT 5.3</a>	VC000000169	Dell-100	\$50.00
<a href="#">GAX_100.INSTRUCT 6.2</a>	APPLE INC.	Apple Inc.	\$500.00
<a href="#">GAX_101.STU 1 1.2</a>	VC000000231	Student 1	\$545.00
<a href="#">GAX_101.STU 1 1.3A</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$6,000.00
<a href="#">GAX_101.STU 1 1.3B</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$530.00
<a href="#">GAX_101.STU 1 4.2</a>	PLACEHOLDER	Placeholder Vendor	\$100,000.00
<a href="#">GAX_101.STU 1 4.6</a>	VC000000231	Student 1	\$50.00

First Prev [Next](#) Last

[Save](#) [Undo](#) [Search](#)

**▼ Vendor**

Doc Code : <input type="text" value="GAX"/>	Legal Name : <input type="text" value="Instructor 1"/>
Doc Dept : <input type="text" value="100"/>	Vendor Alias Name : <input type="text"/>
Doc ID : <input type="text" value="INST 1.2"/>	Address Code : <input type="text" value="AD001"/>
Vendor Line Number : <input type="text" value="1"/>	Address 1 : <input type="text" value="1001 South IH35"/>
Date of Record : <input type="text" value="11/12/2014"/>	Address 2 : <input type="text"/>
Vendor Code : <input type="text" value="VC000000261"/>	City : <input type="text" value="Round Rock"/>
Vendor Contact ID : <input type="text" value="PC001"/>	State : <input type="text" value="Texas"/>
Bob Smith	Zip Code : <input type="text" value="78664"/>
Phone : <input type="text" value="512-728-4100"/>	Taxpayer ID Number : <input type="text"/>
Phone Extension : <input type="text"/>	Taxpayer ID Type : <input type="text"/>
Email Address : <input type="text" value="bobsmith@dell.com"/>	Miscellaneous Vendor Flag : <input type="text" value="No"/>
Fax Number : <input type="text"/>	Traveler ID : <input type="text"/>
Fax Extension : <input type="text"/>	Trip ID : <input type="text"/>
	Payment Method : <input type="text"/>

▶ Payee

▶ Disbursement Control

▶ Automated Payment Hold

▶ Commodity

▶ Accounting

▶ Reference Information

▶ Award Information

▶ Agreement Information

▶ Discount Information

▶ Misc Vendor ACH Details

### ACTIVITY 5.1. 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.

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

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

Document	Vendor Code	Legal Name	Accounting Line Amount
✓ <a href="#">GAX,100,INST 1.2</a>	VC000000261	Instructor 1	\$545.00
<a href="#">GAX,100,INST 1.3A</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$6,000.00
<a href="#">GAX,100,INST 1.3B</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$530.00
<a href="#">GAX,100,INSTRUCT 5.3</a>	VC000000169	Dell-100	\$50.00
<a href="#">GAX,100,INSTRUCT 6.2</a>	APPLE INC.	Apple Inc.	\$500.00
<a href="#">GAX,101,STU 1 1.2</a>	VC000000231	Student 1	\$545.00
<a href="#">GAX,101,STU 1 1.3A</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$6,000.00
<a href="#">GAX,101,STU 1 1.3B</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$530.00
<a href="#">GAX,101,STU 1 4.2</a>	PLACEHOLDER	Placeholder Vendor	\$100,000.00
<a href="#">GAX,101,STU 1 4.6</a>	VC000000231	Student 1	\$50.00

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Search](#) 🔍

▼ Vendor

Doc Code : GAX	Legal Name : Instructor 1
Doc Dept : 100	Vendor Alias Name :
Doc ID : INST 1.2	Address Code : AD001
Vendor Line Number : 1	Address 1 : 1001 South IH35
Date of Record : 11/12/2014	Address 2 :
Vendor Code : VC000000261	City : Round Rock
Vendor Contact ID : PC001	State : Texas
Bob Smith	Zip Code : 78664
Phone : 512-728-4100	Taxpayer ID Number :
Phone Extension :	Taxpayer ID Type :
Email Address : bobsmith@dell.com	Miscellaneous Vendor Flag : No
Fax Number :	Traveler ID :
Fax Extension :	Trip ID :
	Payment Method :

- Locate the General Accounting Expense document information.
  - 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.

**Vendor**

Doc Code : GAX	Legal Name : Student 1
Doc Dept : 101	Vendor Alias Name :
Doc ID : STU 1 4.6	Address Code : AD001
Vendor Line Number : 1	Address 1 : 1001 South IH35
Date of Record : 11/01/2014	Address 2 :
Vendor Code : VC000000231	City : Round Rock
Vendor Contact ID : PC001	State : Texas
Bob Smith	Zip Code : 78664
Phone : 512-728-4100	Taxpayer ID Number :
Phone Extension :	Taxpayer ID Type :
Email Address : bobsmith@dell.com	Miscellaneous Vendor Flag : No
Fax Number :	Traveler ID :
Fax Extension :	Trip ID :
	Payment Method :

---

**Payee**

**Disbursement Control**

Scheduled Payment Date : 11/06/2014	Disbursement Format : WAR
Single Payment : <input type="checkbox"/>	Disbursement Category : INP
Handling Code :	Disbursement Type : Warrant
Online Disb Request : <input type="checkbox"/>	Consolidation Object 1 :
Disbursement Management : <input type="checkbox"/>	Consolidation Object 2 :
User Hold : <input type="checkbox"/>	Consolidation Object 3 :
Restricted : <input type="checkbox"/>	Consolidation Object 4 :
Hold Payment Reason :	Consolidation Object 5 :
System Hold Flag : No	Consolidation Object 6 : 101
System Hold Reason : Blank	Sort Object 1 :
Priority : 99	Sort Object 2 :
Payment Type :	Contract Withholding Exempt : <input type="checkbox"/>
Scheduling Reason Code :	

If the system has rejected the payment request then the system hold flag will be Yes. This means the disbursement document didn't generate.

## 5.2. ACCOUNTS PAYABLE INTERACTIVE REPORTS

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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 2 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-RDD** - Warrant Register by Agency - Lists all warrants issued day before.
- **FIN-AZ-AP-N345-RDD** - Open Encumbrance Report - The report provides a listing of open encumbrance’s 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-N151** – Outstanding Warrants by Departments –
- **FIN-AZ-AP-297** – 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.