

Create a Non Balance Sheet Account Payment

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

Procedure – With GAE Referenced

- A. Log into AFIS
- B. Navigate to the General Accounting Encumbrance (GAE).
 1. On the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.
 3. In the **Code** field, enter GAE.
 4. In the **Dept** field, enter *your department code*.
 5. Click **Browse**.
 6. In the search results, click the ID that for the GAE that you will copy forward to the General Accounting Expense (GAX).
- C. Create a General Accounting Expense document.
 1. Observe the Open Amount of the General Accounting Encumbrance document.
 2. At the bottom of the page, click **Copy Forward**.
 3. On the Copy Forward screen, in the **Doc. Department Code**, enter *your department code*.
 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.
- D. Complete the **Header** component.
 1. At a minimum, enter the following information:
 - Document Description

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- E. Complete the **Vendor** component.
 1. Observe the vendor information is automatically inferred when using Copy Forward.
 2. Verify the disbursement options are correct, specifically, the schedule payment date that determines when the Warrant/EFT will be generated.
 3. Verify the discount terms, if there aren't any defaulting and should have them enter them here.
 4. Navigate to and complete the Accounting component
 5. Click on the accounting component to expand that component
 6. Observe the **General Information** tab. The event type will default to AP01 unless another event type is selected.
 7. Verify the Line Amount field contains the amount copied forward from the GAE document. Decrease the line amount if needed.
 8. Click the **Reference** tab.
 9. Click the drop down menu for **Ref Type**, select Final, if this is the final GAX document that will be associated with this GAE.
 10. Click the **Fund Accounting** tab.
 11. Verify that the Fund, Department, Unit, Appr Unit, and Object fields have been populated with information copied forward from the GAE. Change the Object if necessary.
- F. **Validate** GAX document.
- G. **Submit** GAX document.

Procedure – Without a GAE Referenced

When processing a payment that doesn't have a reference GAE, the primary difference relates to the Vendor component and the Accounting component.

- A. On the Vendor Component **General Information** tab:
 - Vendor Customer field
 - Address Code
 - Vendor Contact ID
- B. On the Accounting Component **General Information** tab:
 - Fund
 - Department
 - Unit
 - Appr Unit
 - Object

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1. On the **Detail Accounting** tab:
 - Location
 - Task

Researching Expenditures

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

- A. **Navigate** to the Disbursement Request page.
 1. In the Jump to field, enter **DISRQ**.
 2. Click **Go** or **Enter**.
- B. A search window will appear.
 1. Enter the applicable **Vendor Code** to view the status for the expenditures.
- C. For tracking the workflow status of an expense, reference the Locating a Document quick reference guide.