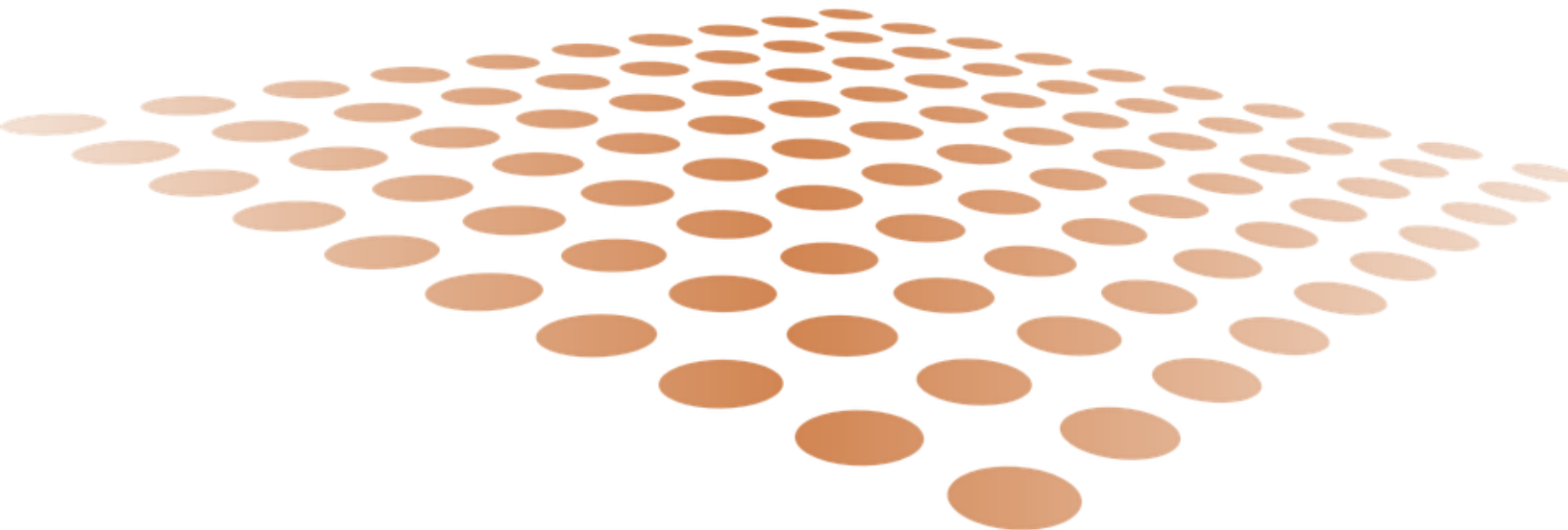


ADOA – General Accounting Office

# QUICK REFERENCE GUIDE: CREATE AN ENCUMBRANCE



# CREATE AN ENCUMBRANCE

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## Overview

This GAEIV1 document is used to encumber funds. However, there are business scenarios where encumbrances will be processed directly in AFIS. Payments that do not require a Purchase Order to be issued can be paid directly in AFIS. Specific examples of payments that can be paid directly in AFIS include: rent, debt service payments, utility payments, and transfers between agencies. This business process addresses processing encumbrances and payments directly in AFIS.

## Creating an Encumbrance

Log into **AFIS**. Navigate to the **Document Catalog**.

1. **Create** GAE document
2. In the **Code** field, enter **GAE**
3. Click **Create**
4. In the **Dept.** field, enter **your Agency code**
5. Click **Auto Number** checkbox to generate a unique ID
6. Click **Create**. A new document is generated

Complete the **Header** component. At a minimum, enter the following:

- Document Description

Complete the **Vendor** component.

1. Click **Insert New Line**
2. At a minimum, enter the following information on the **General Information** tab:
  - Vendor Customer
  - Address Code
3. Click **Save**



Complete the **Accounting** component. Click the **Insert New Line**.

On the **General Information** tab, at a minimum, enter the following information:

- Line Amount

On the **Fund Accounting** tab, at a minimum, enter the following information:

- Department
- Object

On the **Detail Accounting** tab, at a minimum, enter the following information:

- Function

**Note: For additional accounting lines repeat step F.**

1. **Validate** GAE document

Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor.

2. **Submit** GAE document

**Note: The document will be handled through workflow and will be pending the Department Approver.**

## Creating a Payment Using Copy Forward

When processing a payment request using a General Accounting Expenditure (GAX) document using Copy Forward, the primary difference relates to the creation of the GAX.

Locate the General Accounting Encumbrance document.

1. On the Secondary Navigation Panel, click **Search**
2. Click Document Catalog
3. In the **Code** field, enter **GAE**
4. In the **Dept** field, enter **your Agency code**
5. Click **Browse**
6. In the search results, click the **ID** that is on the GAE to be paid

Create a **General Accounting Expense** document.

Observe the **Total Amount** of the General Accounting Encumbrance document.

1. At the bottom of the page, click **Copy Forward**
2. On the Copy Forward screen, in the **Doc. Department Code**, enter **your Agency code**
3. Check the **Auto Numbering** check box
4. Verify that the Target Document Code selected is **GAX**
5. Click **Ok**



Complete the **Accounting** Component. Line Amount – Adjust if necessary to reflect the amount to be paid.

1. **Validate** GAX Document

Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor.

2. **Submit** GAX Document

*Note: The document will be handled through workflow and will be pending the Department Approver.*

*From the general information tab of the document header component the Actual Amount indicates the total amount of the requested payment; the Closed Amount indicates the total amount disbursed.*

## Researching Payments

After the GAX document is approved, a nightly batch process will run to create warrants and electronic funds transfers. An Automated Disbursement (AD) document is created to issue a warrant. An Electronic Funds Transfer (EFT) document is created to issue an ACH payment. In some business situations, a payment may be generated manually using a manual disbursement (MD) document. The steps to find the status of your payment are shown below.

Locate the General Accounting Expenditure 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 Agency Code**
5. Click **Browse**
6. In the search results, click the **ID** that is on the GAX being researched

View the Closed **Amount** and **Closed Date** on the **General Information** tab on the **GAX Header** component to determine if the GAX has been disbursed.

If additional information is needed, then in the Document menu on the top of the screen represented by a downward pointing arrow, click **Document References**.

1. Click **Forward Reference**
2. Click the **Referencing Document** link for the AD, or MD document used to issue the disbursement

Review the information provided on the **General Information** tab of the document header component: **Check/EFT Number, Date Printed, and Amount**

If you click on **Disbursement Query**, then click **Ok**, you can view the status of the payment.



## Processing of Warrants

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

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

**Agency Warrant Pick-up:** GAO will continue the current process for warrants designated for agency pick-up. Any changes will be communicated by Web Story.